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ABSTRACT

Academic freedom heads the list of items discussed in the 1975 faculty handbook for West Virginia Institute of Technology. This is followed by outlines of the institution's organization including the academic organization, the state Board of Regents, advisory board, and administrative organization. In the area of employment the institution's policies, general conditions, salaries, and fringe benefits are discussed. Additional topics include academic services, institutional services, academic policies, and fiscal information. (JMF)

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West Virginia TECH 1975 Faculty Handbook

WEST VIRGINIA INSTITUTE OF TECHNOLOGY

Montgomery, West Virginia

FACULTY HANDBOOK

1975

Office of the President

This *Handbook* provides all members of the faculty and administration with information which relates to the internal policies and practices as well as other matters of faculty interest at West Virginia Institute of Technology. The Faculty Constitution, appropriate regulations of the West Virginia Board of Regents and other academic information are included.

The *Handbook* is a working document which is periodically revised. Suggestions, including errors and omissions, are welcomed by the appropriate Faculty Committee and the President.

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I. ACADEMIC FREEDOM

West Virginia Institute of Technology endorses and adheres to the basic canons of academic freedom recognized throughout higher education.

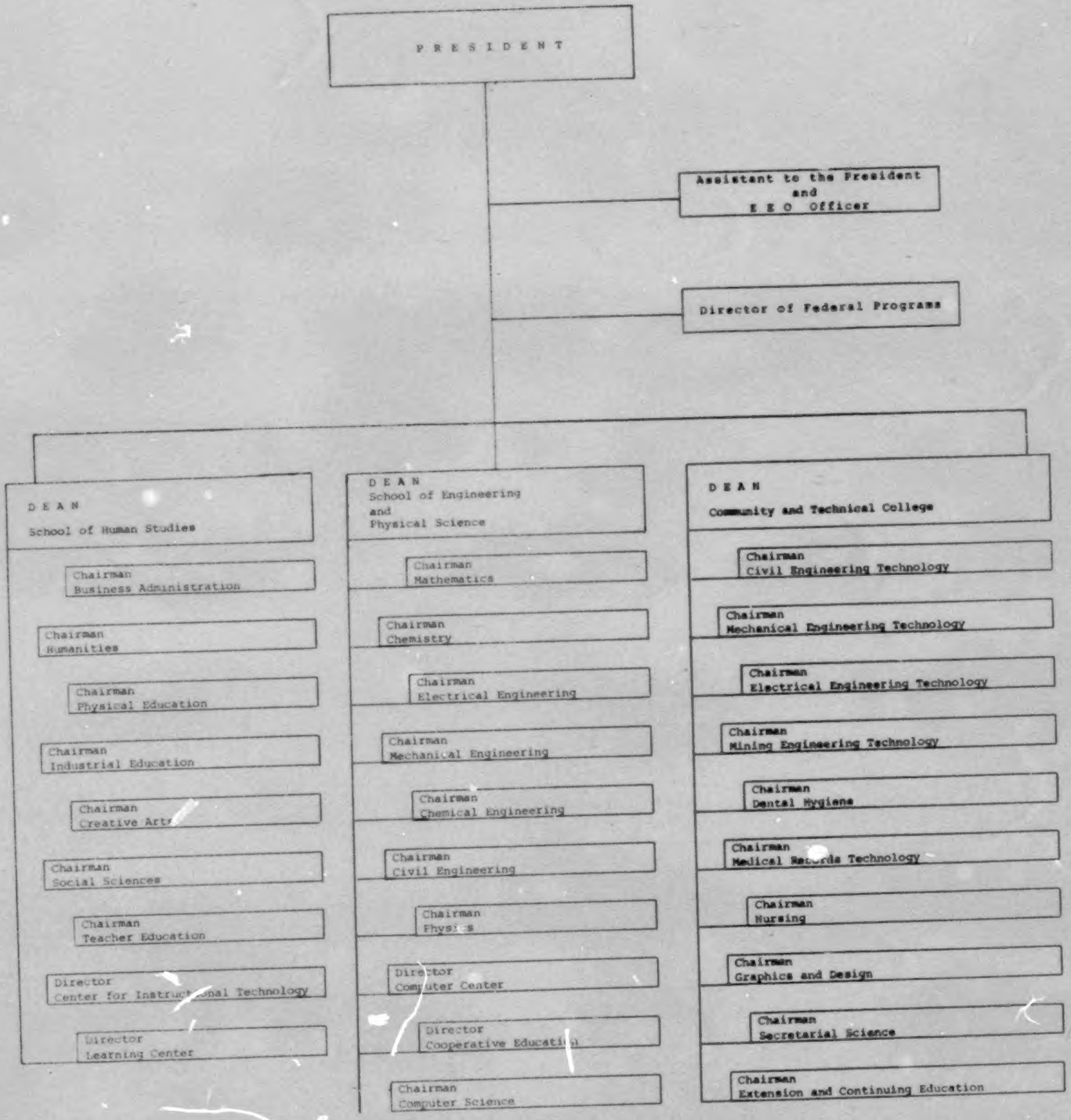
A. Scholarly research and investigation on the part of faculty members is encouraged by the College. There are no restraints upon such activities, so long as they do not interfere unduly with the performance of teaching duties.

B. West Virginia Institute of Technology does not impose any limitations upon the teacher's freedom in the exposition of his own subject in the classroom, or in addresses and publications outside of the college, except as good taste or the necessity of adapting instruction to the needs of students may require.

C. No teacher has the privilege of discussing in his classroom controversial topics outside of his own field of study. Classroom time should be reserved solely for teaching the subject matter of the course; it should never become a sounding board for the personal opinions of the instructor on some other topic.

D. The college recognizes that any teacher in speaking and writing outside of the institution upon subjects beyond the scope of his own field is entitled to the same freedom, but is also subject to the same responsibility, that attaches to all other citizens. If these expressions should be such as to raise grave doubts concerning the instructor's fitness for his position, the question will be a matter for consideration. It is clearly understood that the college assumes no responsibility for the private views expressed by members of its staff; faculty should make it clear that they are expressing only their personal opinions.

A. ACADEMIC ORGANIZATION


PRESIDENT
Assistant to the President and E E O Officer
Director of Federal Programs
DEAN School of Human Studies
Chairman Business Administration
Chairman Humanities
Chairman Physical Education
Chairman Industrial Education
Chairman Creative Arts
Chairman Social Sciences
Chairman Teacher Education
Director Center for Instructional Technology
Director Learning Center
DEAN School of Engineering and Physical Science
Chairman Mathematics
Chairman Chemistry
Chairman Electrical Engineering
Chairman Mechanical Engineering
Chairman Chemical Engineering
Chairman Civil Engineering
Chairman Physics
Director Computer Center
Director Cooperative Education
Chairman Computer Science
DEAN Community and Technical College
Chairman Civil Engineering Technology
Chairman Mechanical Engineering Technology
Chairman Electrical Engineering Technology
Chairman Mining Engineering Technology
Chairman Dental Hygiene
Chairman Medical Records Technology
Chairman Nursing
Chairman Graphics and Design
Chairman Secretarial Science
Chairman Extension and Continuing Education

B. Board of Regents

The West Virginia Board of Regents has jurisdiction over all state supported institutions of higher education in West Virginia. Established on July 1, 1969, the Board is composed of nine members appointed for six year terms by the Governor of the State of West Virginia, plus the State Superintendent of Schools, ex-officio and non-voting, as well as a student from one of the State Colleges or universities, also non-voting. The legislative act creating the Board of Regents assigns to the Board responsibility for the general determination, control, supervision, and management of the financial, business, and educational policies and affairs of all State colleges and universities. The Chancellor of the Board of Regents and his professional staff assist the Board in the performance of its duties and responsibilities.

C. West Virginia Tech Advisory Board

As authorized by the State Legislature, the President and each public college and university is assisted in the performance of its responsibilities by a lay advisory board. Members of this Board are appointed by the Board of Regents with recommendation from the President. The Tech Advisory Board meets several times a year, with a representative of the Faculty Assembly and the President of the Student Body meeting with the Board.

D. The Executive Committee

The Executive Committee sits at the pleasure of the President to advise him on matters which he brings before the Committee. The Executive Committee consists of the Chairman of the Faculty Assembly, the President of the Student Body, and the following officers.

1. The President

The President serves as the chief executive of the institution and as such is the local administrator who is ultimately responsible for all matters relating to the institution. In this capacity he reports and recommends directly to the Board of Regents from which body he has been delegated his authority. Regarding personnel matters, the Board has "...ORDERED that the president of each West Virginia state-owned college and university be, and he is hereby, vested with and given full power and authority consistent with personnel policies of the Board of Regents to hire, discharge, promote, or demote or in any matter rearrange the status of all employees now or hereafter connected with his institution and fix from time to time the salaries and wages of the same, excepting only the president."

Harmonious and efficient administrative policy can be maintained only when the President, as the one bearing ultimate responsibility, is fully and promptly informed on all matters pertaining to the college. A written report is preferable to an oral one and has the virtue of permanence, thus fortifying any subsequent action. All recommendations from administrators, committees, etc., should be presented in writing. Major recommendations must be written carefully so that proper study may be given them.

2. Assistant to the President

The Assistant to the President is charged with executing whatever duties may be delegated by the President of the institution. While the responsibilities may change from time to time, those presently assigned to this office are as follows:

(a) Fund Development: To develop and implement an on-going program of giving to the college from all private sources.

(b) Director of Alumni Affairs: To assist the Alumni Association in its undertakings and maintain the records of the alumni.

(c) Executive Director of the Tech Foundation, Incorporated: To oversee the day to day operations of the Foundation which was created in 1964 for the benefit of the college.

(d) Secretary to the Executive Committee.

(e) Director of the Affirmative Action Program

3. Dean of Students

The Dean of Students is the chief administrator for the Office of Student Affairs. The Office of Student Affairs is responsible for the quality of student life on campus. Through its services and programs, the campus atmosphere is enhanced and the learning environment is extended and improved. The Office of Student Affairs is composed of the following offices and services: Dean of Students, Housing, Student Activities and Organizations, Financial Aid, Career Planning and Placement, Counseling and Orientation, Security, and Operation of the Tech Center. These offices function cooperatively to serve students by providing educational opportunity, by helping students succeed personally and academically, and by developing supportive educational and social programs throughout the institution.

4. Business Manager

The Business Manager is the chief fiscal officer of the institution. His responsibilities include the collection, disbursement and accounting for all funds. The Business Manager is further responsible for the institution's physical plant operations which include maintenance operation, custodial care, and inventory control. All institutional purchasing is handled through the Business Office, including telephone and mail service. Faculty housing is also administered through this office.

5. Director of Admissions and Registrar

The Director of Admissions and Registrar is responsible for the coordination and supervision of all areas of admissions, registration, and record keeping. Included in these duties are coordination of institutional programs for student recruitment, supervision of testing programs, preparation of class schedules, maintenance of enrollment statistics, grades and graduation, and conducting institutional research appropriate to the office.

6. Director of the Library

The Director of the Library acts as the administrative and supervisory officer of the West Virginia Tech Library. He is responsible for all library facilities at the institution and establishes the procedure for their use by students, faculty members, and others. He is assisted by a staff of three professionals and other employees in the operation of a reference department, a circulation department which handles the general reader service, and periodical department which includes a microfilm service, and a technical services department which handles the processing of books and periodicals.

7. Director of Athletics

The Director of Athletics has charge of Athletic Department business matters and is responsible for all details of the intercollegiate athletic program. It is his responsibility to promote the development of an athletic program consistent with the general purposes of the institution. In addition to intercollegiate athletics, he is responsible for the following areas: academic development of the Physical Education Division; development of the intramural program; and use of the recreational facilities of the Physical Education Building.

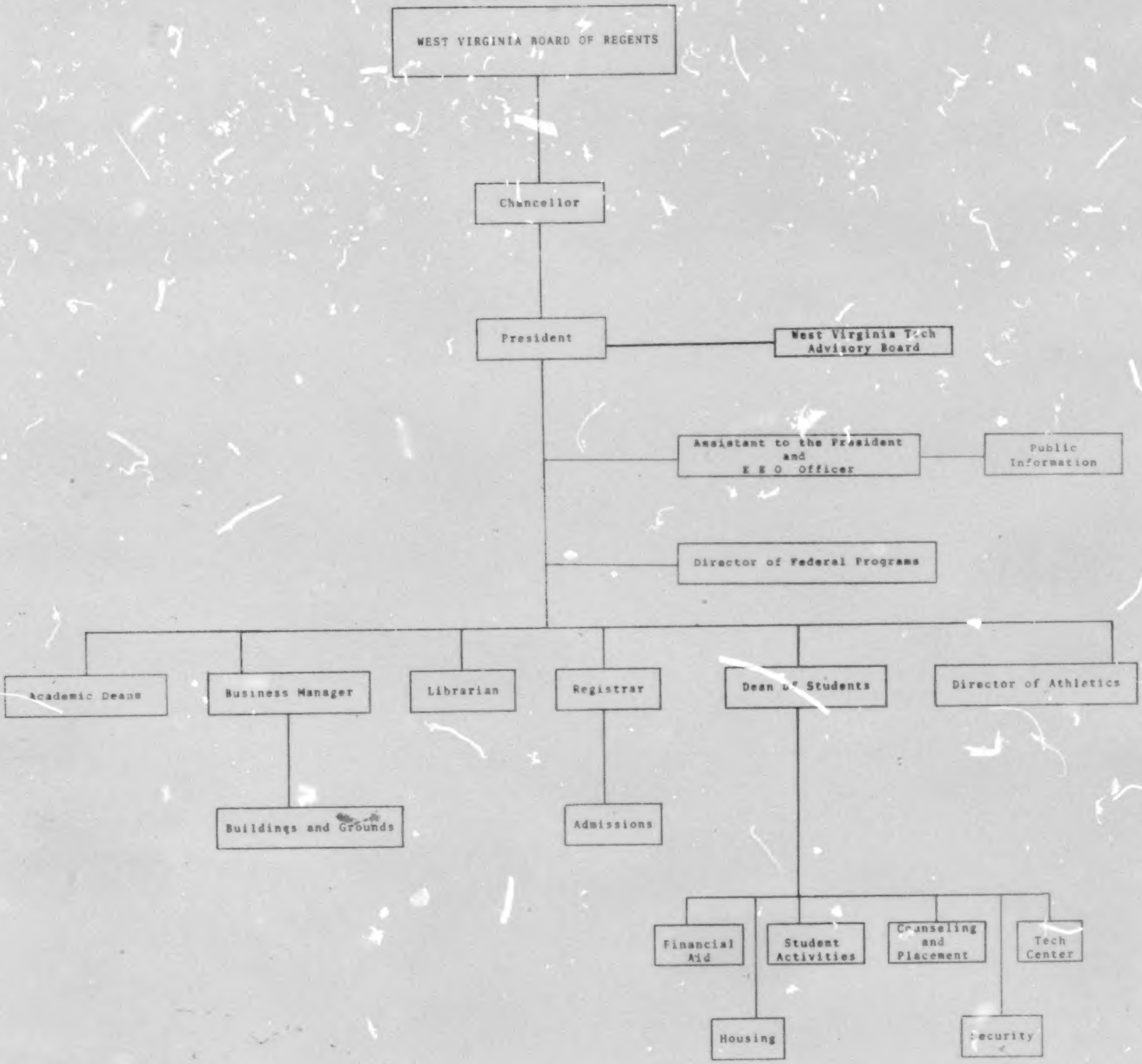
8. Director of Public Information

The Public Information Office at West Virginia Tech serves as the informational news outlet for all activities of the school. In addition to originating general and sports news stories for general release to media, it also answers inquiries from the media and follows up on any special media request. The Public Information Director assists faculty, students, and administration in obtaining publicity for special events; the design, copywriting, and publication of brochures; and assists with arrangements for special campus events.

The PIO Office also publishes a student-faculty information sheet, the "Tech Bulletin," two times weekly during the academic year.

The office combines scheduled activities into a monthly calendar. Each year the PIO Office compiles, edits, and publishes the college catalog. To accomplish these duties, the office maintains files on all students, faculty, and administration and a complete photographic file of yearly events. The office also maintains a scrapbook of all print media publicity for the college.

E. ADMINISTRATIVE ORGANIZATION


WEST VIRGINIA BOARD OF REGENTS
Chancellor
President
West Virginia Tech Advisory Board
Assistant to the President and E E O Officer
Public Information
Director of Federal Programs
Academic Deans
Business Manager
Librarian
Registrar
Dean of Students
Director of Athletics
Buildings and Grounds
Admissions
Financial Aid
Student Activities
Counseling and Placement
Tech Center
Housing
Security

E. Administrative Organization

2. The Three Schools

The academic structure of West Virginia Tech consists of three schools, each headed by a Dean: the Community and Technical College, the School of Engineering and Physical Sciences, and the School of Human Studies.

Each Dean, assisted by a faculty Council, is charged with the responsibility for the development of his school. Accordingly, the Dean is responsible for the recruitment, evaluation and retention of faculty, for the academic advising of students, for curriculum development, course offerings, and classroom instruction in his school, for the development of library materials and laboratory equipment, and for the administrative and financial management of his school. In summary, considerable academic autonomy is accorded each School; each Dean is accorded commensurate authority and responsibility.

In actual practice, this responsibility and authority is shared by the Dean with his faculty and chairmen.

F. The Chairman: Functions and Responsibilities

Appointment. The selection and evaluation of the Chairman is the responsibility of the Dean, who may, at his discretion, invite members of the faculty to consult with him in making his decision.

In appointing a Chairman, consideration is given to the candidate's academic degrees, professional experience, recognition in his profession through effective teaching, publication, and professional activities, and, most importantly, his ability to provide inspiring leadership and to develop and promote the goals and policies of the School.

Knowing the importance of harmony and good personal relations within his department or division, the Chairman will involve other members in making decisions and formulating policies whenever it is feasible to do so. He will recognize that, although every decision cannot be made by popular vote, there generally must be considerable consensus concerning goals, policies, and procedures.

The effective Chairman will, therefore, seek the suggestions and endeavor to maintain the support of other members in the department or division, but both he and they must realize that in the discharge of duties and responsibilities for which the Chairman alone is held accountable he must have the final authority.

Administrative Responsibilities. The Chairman must play an important role in interpreting administrative policies and decisions to his faculty, and, at the same time, keep his Dean and, through him, the President informed of departmental or divisional needs, of trends in his own field which might be of importance to Tech, of individual accomplishments and recognitions, and of progress and special problems which arise. In fulfilling this responsibility, it is expected that the Chairman will have a close working relationship with the Dean.

In the functioning of any institution, there must be a considerable amount of teamwork. Cooperation and understanding of common goals and purposes, however, requires that the entire faculty must be informed of general policies and decisions and of the reasons for them.

The Chairman must play an important role in informing his faculty of administrative policies and decisions, and in interpreting them to this faculty. The Chairman will have an important voice in the making of the policies and decisions, and it is expected that he will endeavor to implement policies and decisions in a loyal and effective manner.

Finances. The Chairman has the responsibility of making his budgetary needs known to his Dean. It is essential that he know intimately the needs of his faculty in all budget categories and to justify his requests in terms of recognized educational objectives. He should also accept the fact that the needs of his faculty must be balanced against other needs in the institution.

Once funds have been allocated, the Chairman is responsible for their wise utilization and for keeping accurate records of their expenditure. He is also responsible for seeing that they are expended during the fiscal quarters in which they are allocated.

Teaching. The Chairman, in addition to his administrative responsibilities, must also set an example of good teaching for his faculty. Effective and inspiring teaching is considered essential to the work of the Chairman and is a major factor in his selection and retention. The Chairman must give high priority to excellence in teaching in his own duties and in his expectations of his colleagues.

Library and Laboratory Facilities. Critical to all academic areas of the college are library holdings. The Chairman must assume major responsibility for building the collection of books relating to his field and for advising the librarian with respect to subscription of pertinent periodicals and acquistion of periodical films. At the same time, he should be aware of other educational media and render competent advice with regard to their place in the library.

In discharging this responsibility, the Chairman needs to seek the advice and assistance of his colleagues who may have special areas of competence and knowledge. The Chairman should make clear to faculty that library development is as much a part of their responsibility as any other academic function.

In some areas, the development of proper laboratory facilities is as essential as the growth of the library. The Chairman must be aware of laboratory needs, of equipment which will best meet those needs, and of ways in which related areas might share in equipment. The equipping and maintenance of adequate laboratory facilities cannot be neglected.

Programs and Courses. The Chairman should constantly evaluate the curriculumns and courses within his division or department. He should look at the curriculums and courses in terms of their purposes and the extent to which they are fulfilling those purposes. Changes in content or orientation should be made when alterations are warranted.

The Chairman must be aware of similar curriculums in other institutions in order that he might have some basis for evaluation of Tech's offerings. He should also be aware of opportunities to provide interdisciplinary curriculums where they might be desirable.

The Chairman is expected to be alert to the implications of curriculum revisions to teaching procedures and techniques, as well as to modifications of learning resources and equipment.

A related function of the Chairman is the publicizing of educational programs and opportunities. He should be keenly aware of the necessity of attracting students to these programs and should work with other college personnel in recruiting students.

These responsibilities for programs and courses are not the Chairman's alone. Participation of all faculty members in curriculum development and evaluation is essential.

Faculty Recruitment and Development. The strength of the institution rests in large measure upon judicious recruitment of faculty, as well as upon wise decisions in the matters of promotion and tenure. The Chairman will work with his Dean in making his personnel needs known, in advertising available positions, and in recommending persons who, in his judgment, are best qualified for available positions.

The responsibilities of the Chairman do not end with recruiting, recommending promotions and tenure, and deciding for separation of faculty members from college service. Equally important is his responsibility for bringing out the full potential of each faculty member.

In fulfilling this function, the Chairman must recognize the academic possibilities of each faculty member and try to assign him work which will most fully utilize his talents and capabilities. He must be aware of personal qualities, both positive and negative, and consider them in making teaching and advising assignments.

The Chairman should seek opportunities for his faculty to grow and develop, encourage participation in professional activities and attendance at professional meetings, complement and encourage genuine accomplishments by the faculty, and provide an atmosphere which will stimulate each colleague to take pride in his work and seek to improve himself as a contributing member of the college community.

Evaluation of Faculty Members. One of the most important functions of the Chairman lies in his evaluation of faculty. Good judgment with regard to academic competence, personal attributes, and performance can go far toward ensuring a strong institution; poor judgment almost certainly will destroy much of Tech's effectiveness.

Evaluations must take into account evidences of professional growth and the degree to which professional study and activity have been translated into more effective teaching and improved scholarship. When evaluations are made on this basis, it is essential that the Chairman set the pace in professional growth and good teaching for his faculty.

In making faculty evaluations, the Chairman will use whatever instruments have been adopted by the administration and faculty of the college. However, his evaluations must of necessity be of an on-going nature, and he must constantly be aware of the quality of teaching and professional activity within his department. Moreover, he must discuss these matters with faculty members and with his Dean. Evaluations made once a year with conferences only at that time may not be sufficient to keep communication lines open.

Evaluations of faculty must be made in a strictly professional manner, in accordance with criteria well known to the faculty. They must also be made without personal favor or rancor and without caprice. Moreover, evaluations must be made upon recognized professional basis and must not be concerned with purely personal characteristics which may be desirable merely to the Chairman. They must be discussed with the faculty members, and faculty members must have an opportunity to concur or to disagree with evaluations made of them.

Satisfactory evaluation instruments, adherence to professional attitudes in the evaluation procedures, and mutual respect and goodwill can do much to promote harmony and rapport between the Chairman and members of his faculty.

Faculty Personnel Decisions. The Chairman plays an important role in decision-making regarding promotions, tenure, and dismissals of faculty. In these matters he shares responsibility with his Dean and the President.

The Chairman should be thoroughly familiar with policies regarding promotions, tenure, dismissal that have been formulated by the West Virginia Board of Regents and West Virginia Institute of Technology.

Promotions and tenure are not granted automatically, but are the result of action by the West Virginia Board of Regents taken upon recommendation by the President of the College. They are usually based upon meritorious service and value to the institution and stem from a careful review. For this reason, the Chairman must evaluate his faculty carefully and keep his Dean informed of his views of each member's service and progress. He must also be certain that each faculty member is kept aware of his strengths and weaknesses and that continuous efforts are made to help him develop to his full potential.

The Chairman should set an example for his faculty in excellence in teaching, rapport with students, upholding academic standards, concern for the welfare and interests of his colleagues, attention to routine matters such as reports and assignments, and willingness to dedicate himself to the interests of West Virginia Tech and its students.

Academic Freedom. One of the most important functions of the Chairman is to provide an atmosphere in which members of his faculty can function in the best interests of their students, their profession, and the college. For this reason, the Chairman must be committed to the canons of academic freedom.

The efforts of the Chairman to provide a climate in which free inquiry and independent thinking might take place must not be construed as giving license to an instructor to promote personal interests in the classroom or to devote class time to extraneous subjects. Rather, it entails mutual respect on the part of the Chairman and his faculty and obligates both to balance their freedom with the highest qualities of professionalism and integrity.

Academic Advising and Counseling of Students. One of the most important responsibilities of the Chairman, and one which cannot be divorced from instructional responsibilities, is in counseling and advising students. Each student should have the assistance of competent and concerned advisers throughout his college years, and it is essential that the Chairman recognize and implement this responsibility.

Some of the work of counseling and advising students will naturally fall upon the Chairman, himself, but he cannot do all of it. It is incumbent upon him to designate other faculty who can assist in this function and who can and will provide competent advice to students. The Chairman has the responsibility of making certain that academic advisers accept the seriousness of the counseling function, and that they make themselves available to students for adequate periods of time and at hours reasonably convenient to the students.

Academic advising should not confine itself to working out schedules, adjusting conflicts, and taking care of routine matters. The Chairman should also offer suggestions and advice as to careers open to graduates in his area, possibilities for graduate study in the field, and other matters of a professional or practical nature.

The academic adviser should also recognize that academic matters do not exist in a vacuum. He should be aware of other sources of counseling available to students and to special services for students with academic or personal problems. He should work closely with these groups, as well as with the Office of Student Affairs, to provide the best possible advice to his students.

Collegiate Responsibilities. The functions of departments and divisions are often interrelated with needs and offerings in other departments and divisions. For this reason, the Chairman must be keenly aware not only of the programs in his own areas, but he must also have a knowledge and sensitivity for the needs and programs elsewhere in the institution.

The effective Chairman, furthermore, will understand that a college is more than a collection of departments. In its mission to enrich the cultural life of a community and of its more remote environs, the college must undertake many functions. The Chairman will, therefore, seek to make a contribution to the total life of the college community and to encourage members of his faculty to give freely of talents and resources which can enrich and stimulate a broad spectrum of community interests and activities.

G. Faculty Assembly of West Virginia Institute of Technology

All full-time faculty members and certain administrative officers are members of the Faculty Assembly of West Virginia Tech. The Faculty Assembly is currently operating under the Constitution presented here.

Constitution of the Faculty Assembly of West Virginia Institute of Technology

ARTICLE I: NAME OF THE ORGANIZATION

This organization shall be known as the Faculty Assembly of West Virginia Institute of Technology.

ARTICLE II: PURPOSE OF THE FACULTY ASSEMBLY

The Faculty Assembly shall be the basic legislative body of West Virginia Institute of Technology dealing with all matters that come within the province of the Faculty except those delegated by the Board of Regents to the President or by legal action to the Board.

ARTICLE III: FACULTY ASSEMBLY RESPONSIBILITIES

Section 1: The responsibilities of the Faculty Assembly shall be:

1. To determine matters of policy with respect to educational programs, in areas such as:

(a) Continuous study of college curricular needs with recommendations to the appropriate officer or committee for modification, addition, or abandonment of programs of study.

(b) Changes in school organizations as needed.

(c) Definition of standards for satisfactory academic progress (including probation, suspension, and class attendance policies).

(d) Establishment of requirements for graduation from the college.

(e) Certification of candidates for degrees in course and for honorary degrees.

CONSTITUTION (Continued)

2. To recommend standards for admission to the college.

3. To promote the welfare and morale of students and faculty.

4. To promote academic freedom and professional responsibility.

5. To establish procedures governing dismissal of a faculty member and to establish means for reviewing cases of dismissal.

6. To establish appropriate committees for effective administration of the functions of the Faculty Assembly, to define committee duties, and to provide for their membership and organization.

7. To recommend policy regarding qualifications for faculty employment, rank, tenure, leave, and salary ranges and increments.

Section 2: Any decision by the Faculty Assembly or a duly constituted committee, when passed and recorded in accordance with the provisions of this constitution, shall be deemed an official action on behalf of West Virginia Institute of Technology when submitted to and approved by the President of the College. If any action by the Faculty Assembly or a duly established faculty committee is overruled by the President, he shall give written notice of his decision and objections to the Faculty Assembly and the appropriate committee.

Section 3: Any action by the Faculty Assembly must be in harmony with the public law of the State of West Virginia and with the policy established by the governing board of the state colleges.

Section 4: The President shall be responsible for informing the Faculty Assembly of all actions by the governing board which affect the educational policies of the College.

ARTICLE IV: MEMBERSHIP IN THE FACULTY ASSEMBLY

Section 1: Members of the Faculty Assembly shall be all full-time faculty personnel (instructors, assistant professors, associate professors, and professors) and members of the Administration as follows: The President, the Dean of the Faculty, the Director of Admissions and

Registrar, the Comptroller, the Director of the Library, the Dean of Students, and the Deans of the three Schools.

Section 2: Part-time teaching faculty, and other members of the administration not specified in Section 1, may attend meetings of the Faculty Assembly only as observers. They will have no vote and may not participate in discussions unless invited to do so by the presiding officer of the Faculty Assembly.

Section 3: When the status of any faculty member is in doubt, the designation as full-time or part-time faculty shall be resolved by the Dean of the Faculty.

Section 4: A list of all members shall be prepared and distributed at the first meeting of the academic year. Additions or corrections shall be noted and recorded at subsequent meetings as changes occur.

ARTICLE V: OFFICERS OF THE FACULTY ASSEMBLY

Section 1: The officers of the Faculty Assembly shall include a Chairman, Vice-Chairman, and a Secretary-Treasurer.

Section 2: The election of officers shall be carried out as follows:

(a) Not later than March 15 of each year, the Chairman of the Faculty Assembly shall appoint a Nominating Committee and an Elections Committee.

(b) During the April meeting of the Faculty Assembly, the Nominating Committee shall submit the names of two candidates for each office. At this meeting, the Chairman of the Faculty Assembly shall call for nominations from the floor.

(c) The Elections Committee shall prepare a ballot listing all nominees. The ballots shall be distributed by mail to all voting members of the Faculty Assembly not later than April 20. To be counted, ballots must be completed and returned to the Elections Committee by April 30.

Section 3: To be eligible for nomination and election, a candidate must have been a voting member of the Faculty Assembly of the College for at least three academic semesters prior to the elections. Members of the Administration as defined in Article IV, Section 1, are not eligible for election to the Executive Committee of the Faculty Assembly.

Section 4: Officers of the Faculty Assembly shall assume their duties on June 1 and serve through the following May 31.

Section 5: The Chairman of the Faculty Assembly shall be limited to two consecutive terms in this office. Other officers may be limited to three consecutive terms.

Section 6: When a vacancy in the Chairmanship occurs, the Vice-Chairman shall immediately succeed to that office. Vacancies in other offices shall be filled by election at the next regular meeting; nominations shall be from the floor.

ARTICLE VI: DUTIES OF THE OFFICERS

Section 1: The Chairman shall preside at all meetings of the Faculty Assembly and its Executive Committee. Whenever appropriate, he shall represent the Faculty Assembly at college functions and shall perform such other duties as are normally the responsibility of a presiding officer.

Section 2: The Vice-Chairman shall serve as assistant to the Chairman and preside at all meetings in the absence of the Chairman.

Section 3: The Secretary-Treasurer shall maintain minutes of all Faculty Assembly meetings and distribute them to all members. He shall be responsible for the official correspondence and the financial records of the Faculty Assembly.

ARTICLE VII: MEETING OF THE FACULTY ASSEMBLY

Section 1: Meetings shall normally be held at 1 p.m. on the first Thursday of each month, unless the College is in recess.

Section 2: Special meetings may be called by the presiding officer, or upon request of the President or Dean of the Faculty, or by written petition of one fifth of the voting membership.

Section 3: At least 24 hours prior to each meeting, the presiding officer shall notify all members in writing of the time, place, and purposes of the meeting. Items not listed on the agenda may not be acted upon except as permitted under Robert's Rules of Order.

ARTICLE VIII: QUORUM AND PROCEDURES FOR FACULTY ASSEMBLY MEETINGS

Section 1: Twenty-five percent of the membership, excluding those on leave of absence, shall constitute a quorum during the regular academic year. A quorum during the summer session shall be a majority of those who have accepted their contracts for the following academic year before the end of the spring semester.

Section 2: Meetings shall be conducted in accordance with Robert's Rules of Order, Revised. The Chairman shall appoint a Parliamentarian to advise him on questions of procedure.

Section 3: The agenda for meetings shall be prepared by the Executive Committee of the Faculty Assembly.

Section 4: Members desiring consideration of proposals other than procedural must first submit them to the appropriate permanent committee for possible inclusion on the agenda. Nonmembers may address meetings for the organization only by invitation.

ARTICLE IX: PERMANENT COMMITTEES

Section 1: To carry out efficiently its responsibilities, the Faculty Assembly shall establish permanent committees. The composition of each committee and the method of selection of its members shall be as given in Section 5 of Article IX.

Section 2: The responsibilities of each committee shall be those established by the Constitution or those temporarily assigned to it by the Executive Committee of the Faculty Assembly or by the President of the College.

Section 3: The Faculty Assembly shall be informed in writing of all committee decisions. Any decision by a duly constituted committee shall become the official policy of the Faculty Assembly unless review is requested by the appropriate committee chairman, the Faculty Assembly Executive Committee, the President or Dean of the Faculty, or through written petition of twenty-five members of the Faculty Assembly. Committee actions which are subject to review may be returned to the committee for reconsideration or may be voted upon by the Faculty Assembly as a whole.

Section 4: Unless other provisions are in force, each committee shall elect its own chairman excluding students and all those people with executive responsibility in the area of the committee.

Section 5: The permanent committees of the Faculty Assembly, their duties, and membership shall include:

(a) Executive Committee of the Faculty Assembly

Membership: Chairman, Vice-Chairman, Secretary-Treasurer
Duties: To advise the Chairman, to prepare the agenda for meetings, and to perform such other duties as are described in this constitution.

(b) Academic Affairs Committee

Membership: The President (Chairman), the entire membership of the Curriculum Committee of each school, three (3) elected representatives of the Faculty Assembly, and two students appointed by the President of the Student Government Association, subject to approval by the Student Senate. The student representatives must have at least a 2.5 average, must not be on probation, and may not be from the same academic school. The Director of Admissions and Registrar, the Director of the Library, and the Dean of Student Affairs shall be ex-officio members in non-voting capacity.
Duties: To develop academic policy for the college including graduation requirements, curriculum revision, and divisional structure of the college.

(c) School Curriculum Committee

Membership: The three school Curriculum Committees shall consist of the Dean of the School (Chairman), and one representative of each stbject area where a major is offered. Appointed Division or Department Chairmen shall represent the degree granting area of their professional training. Faculty of degree granting areas not so represented shall elect a representative to their Curriculum Committee. The subject areas to be represented shall be listed in the Bylaws of the Faculty Assembly.

CONSTITUTION (Continued)

Duties: To develop policy concerning curricular matters including program and course changes. Where a change may affect programs in more than one School that change must be approved by the Curriculum Committees of all Schools affected.

(d) Alumni Activities

Membership: Director of Alumni Affairs, two appointed representatives of the Faculty Assembly, President of Alumni Association, Chairman of Student Council Homecoming Committee.
Duties: To coordinate alumni activities as they relate to the campus.

(e) Athletics

Membership: Athletic Director, three elected representatives of the Faculty Assembly, and three student representatives.
Duties: To formulate general athletic policy, oversee finances, and approve scheduling for intercollegiate competition.

(f) Classification and Grades Committee

Membership: Registrar (Chairman), Dean of the Faculty, and two representatives from each school elected by the school membership.
Duties: To establish and supervise policy and procedure relating to the classification and admission of students and the maintenance of grading standards: to recommend candidates for graduation; to approve academic probation and suspensions.

(g) Commencement

Membership: College Marshall, Registrar, three elected representatives of the Faculty Assembly, and one senior and one junior member of the Student Senate. The College Marshall shall be elected by the Faculty Assembly for a period of 5 years.
Duties: To arrange for Commencement activities and recommend candidates for honorary degrees.

(h) Computer Committee

Membership: Director of the Computer Center, Director of Admissions and Registrar, Dean of Engineering and Physical Sciences, one representative of each school to be appointed

by the Dean, and representative of the Business Office to be appointed by the Comptroller, and one student representative.
Duties: To develop a computer center to serve the entire campus; to establish and maintain overall policy pertaining to the facility.

(i) Convocations

Membership: Two members appointed by the President of the College, at least one of whom shall represent community interests; two members elected by the Faculty Assembly; two members of the Student Council. The chairman of this committee shall be an elected representative of the Faculty Assembly. The Convocations Administrator, appointed by the President, shall be an ex-officio member of the committee.
Duties: To determine general convocation policy that will provide educational and moral enrichment, entertainment, and a broad, cultural experience for the College community. The policies of the Committee shall be carried out by a Convocations Administrator appointed by the President.

(j) Faculty Status

Membership: Two representatives from each school to be elected by the school membership, this shall however, exclude the Dean of that school. Four elected representatives of the Faculty Assembly.
Duties: To recommend policy regarding employment, salaries, rank, tenure, leave, and dismissal of faculty members. To approve requests for sabbatical leaves. To review instances of alleged violation of accepted policy. To serve as an appeal committee in the case of the dismissal of faculty members.

(k) Faculty Welfare Committee

Membership: One faculty member for each twenty faculty members (no partial therof) be elected by each school, but each school will have a minimum of one; and four members of the faculty elected by the Faculty Assembly.
Duties: To make recommendations on matters other than those covered by the Faculty Status Committee, of general concern to the faculty.

CONSTITUTION (Continued)

(l) Work-Study Committee

Membership: The Deans of the Schools, the elected representatives of the faculty, two student representatives appointed by the Student Government Association, and the Dean of Students.
Duties: This committee shall be responsible for establishing policy with regard to the operation of the Work-Study Program. Student members shall be accorded full voting privileges with regard to matters of policy, but may not participate in meetings involving the confidential records of a student without permission of the student.

(m) Loans, Grants, and Scholarships Committee

Membership: Three Faculty Members, one elected from each school, three student representatives, one appointed from each school by the Student Government Association, the Dean of Students, and the Director of Financial Aid.
Duties: This committee shall be responsible for establishing policy with regard to the operation of the scholarship, grant, short-term loan, and long-term loan programs. Student members shall be accorded full voting privileges with regard to matters of policy but may not participate in matters involving the confidential records of a student without permission of that student.

(n) Fulbright and Other Scholarships

Membership: Five faculty members appointed by the Chairman of the Faculty Assembly.
Duties: To publicize Fulbright competition and select the Fulbright nominee for the State Committee. This committee will also recommend nominees for other national scholarships for advanced study.

(o) Honors Program

Membership: Five representatives elected by the Faculty Assembly and one student member appointed by the President of the Student Government Association.
Duties: To develop and supervise an Honors program.

(p) Official Functions Hospitality

Membership: Five members appointed by the Chairman of the Faculty Assembly.
Duties: To arrange for hospitality at major functions involving the Faculty Assembly.

CONSTITUTION (Continued)

(q) Library

Membership: Librarian, two representatives of each school appointed by the Deans, and one student representative.
Duties: To formulate general policy governing library operations; to assist the Librarian with decisions regarding purchase of books and other publications.

(r) Publications

Membership: Registrar, Comptroller, Chairman of English Department, Chairman of Printing Management Department, Faculty Advisor and Student Editors of all student publications, and the Director of Public Information.
Duties: Formulate general policy and recommend and approve all publications for the college. Any publication under the school name must be approved by this committee. The responsibilities of this committee shall exclude editorial policy.

(s) Student Social Activities

Membership: Dean of Students, one elected representative of the Faculty Assembly, five student members, two of whom shall be members of the Student Senate.
Duties: To coordinate and regulate all student social activities.

(t) Tech Center Board

Membership: Student Center Director, Assistant Dean of Students, one elected representative of the Faculty Assembly, and four members of the student body.
Duties: To formulate policy regarding the operation of the Tech Center.

(u) The Student-Faculty Discipline Committee

Membership: Four faculty members elected by the Faculty Assembly and three students appointed by the President of the Student Government Association, subject to approval by the Student Senate. Three faculty alternates shall be similarly elected, and three student alternates shall be similarly appointed.
Duties: This committee shall formulate disciplinary policy for the college and be responsible for all disciplinary action taken on behalf of the institution. This committee is specifically charged that its policies shall jealously protect student rights, carefully observe due process, and

clearly delineate appeal procedures. Because of the possibly delicate nature of its deliberations, this committee shall not ordinarily report specific decisions to the Faculty Assembly, but directly to the President. The Faculty Assembly may, however, by a vote of 75 percent of the membership, request that the Committee Chairman inform the Faculty Assembly on any decision of general importance to the faculty and the institution.

(v) Research, Publications, and Consulting

Membership: One representative of each school designated by the respective dean and two members at large to be appointed by the President.
Duties: Recommend policy to encourage research and publications, rules governing consulting on an individual or contract basis, and serve as a review board for requests for financial or other assistance for research or publications.

(w) Committee for Students' Appeals of Grade Evaluation

Membership: Two faculty members elected by the Faculty Assembly, two students elected by the Student Senate, and a faculty member appointed by the committee. This faculty member will be from the same area of study or from an associated field in which the dispute is involved.
Duties: To act on disputes between students and faculty over any grade of importance. This committee will determine whether an academic evaluation was "prejudicial or capricious" in accordance with the statement in the document Student Life Policies issued by the West Virginia Board of Regents and make recommendations accordingly.

Because of the possible delicate nature of its deliberations, this committee shall not ordinarily report specific decisions to the Faculty Assembly, but directly to the President. The Faculty Assembly may, however, by a vote of 75 percent of the membership, request that the Committee Chairman inform the Faculty Assembly on any decision of general importance to the faculty and the institution.

Section 6: Except in extraordinary circumstances, a member of the Faculty Assembly shall be limited to two committee assignments. This restriction shall not apply to those whose service is required ex-officio or is needed for proper committee representation of the various areas of the college.

Section 7: Each elected committee member shall serve a regular term of two years. For any newly formed committee, approximately one half of the elected membership shall be elected to one-year terms.

Section 8: At least ten days prior to the September meeting of the Faculty Assembly, the Chairman shall appoint a Committee on Committees, consisting of three voting members. At the September meeting of the Faculty Assembly, this committee shall submit a slate of nominees for all vacancies on permanent committees. From this list, and from nominations made from the floor, representatives for all committee positions heretofore assigned to the Faculty Assembly, shall be elected by secret ballot. The President shall be an ex-officio member of the Committee.

Section 9: Interim vacancies of elected committee positions shall be filled by nomination and election at the next regular meeting of the Faculty Assembly after the vacancy occurs.

Section 10: School representatives must be nominated at a school meeting during the first two weeks of September. Election shall be by secret ballot. The President shall determine the division to which a faculty member belongs for purposes of voting.

Section 11: The Faculty Assembly shall have the right to remove from a committee any representative who shall be derelict in attendance or responsibilities. Such removal shall be subject to procedures governing other business which may be brought before the body and shall be effected only by a two-thirds vote of members present in a regular meeting. Voting on this issue shall be by secret ballot.

ARTICLE X: TEMPORARY COMMITTEES

Section 1: Temporary committees may be established upon recommendation of the President, upon recommendation of the Faculty Assembly Executive Committee, or by approved motion from the floor at a meeting of the Faculty Assembly.

Section 2: The membership of a temporary committee shall be appointed by the Chairman of the Faculty Assembly or by the President of the College.

Section 3: The purpose of a temporary committee shall be defined at the time the committee is created. Upon accomplishment of its purpose, the committee shall be automatically dissolved.

CONSTITUTION (Continued)

ARTICLE XI: PROCEDURE FOR AMENDMENT OF CONSTITUTION

Section 1: An amendment may be considered for adoption after it has been presented in writing to the membership at a regular meeting of the Faculty Assembly.

Section 2: A properly presented proposal for amendment shall be voted on by the members at the next regular meeting after presentation. Acceptance shall be by a two-thirds majority of those voting on the proposal.

ARTICLE XII: METHOD OF ADOPTION OF CONSTITUTION

This Constitution becomes effective upon approval by a two-thirds majority of the voting faculty of the College as now constituted and upon approval of the President of the College.

ARTICLE XIII: ESTABLISHMENT OF BYLAWS

Section 1: In order to provide for the routine operation of the Faculty Assembly, bylaws may be established.

Section 2: Bylaws may be considered for adoption after presentation in writing to the Faculty Assembly Executive Committee which must place the proposal on the agenda for consideration at the first regularly scheduled meeting of the Faculty Assembly after it is received.

Section 3: Acceptance of a bylaw or change in bylaws shall be by simple majority of those voting on the proposal.

BYLAWS

I. COMMITTEE TENURE

A. All duly elected and appointed members of committees of the Faculty Assembly shall take office October 1 of that year and serve until September 30 of the year in which their term ends.

B. The Chairman of the Faculty Assembly will publish and distribute a list of the membership of all committees by October 15 of each year. Only the members on this list shall be eligible to serve on said committees without written permission from the Chairman of the Faculty Assembly.

C. The Chairman of the Faculty Assembly shall designate a pro tem chairman to call the first committee meeting of each committee during the first 15 days of October.

II. EFFECTIVE DATE FOR COMMITTEE POLICY

A. When the committees of the Faculty Assembly that are empowered with the authority to establish policy do formulate such policy, it shall not go into effect until two academic weeks after the members of the Faculty Assembly have been properly informed. The actual effective date will be certified by the Chairman of the Faculty Assembly.

B. If no move has been made during the two week period to have the committee's decision reviewed by the membership of the Faculty Assembly, the policy will be in force, and unless changed by the committee will remain effective for at least one year.

C. The two week waiting period may be waived in unusual circumstances by a unanimous vote of the Executive Committee or by permission of the President of the College. When the two week waiting period is waived, the faculty will be informed in writing.

III. ORDER OF BUSINESS FOR FACULTY ASSEMBLY MEETINGS

The order of conducting business in Faculty Assembly Meetings shall be:

A. Approval of Minutes
B. Announcements
C. Committee Reports
D. Agenda
E. New Business- New items may be introduced from the floor and, at the discretion of the Chairman, referred to an appropriate committee or placed on the agenda for the next meeting.
F. Special Reports

IV. SCHOOL CURRICULUM COMMITTEE MEMBERSHIP

In accordance with the description of School Curriculum Committees in the Faculty Assembly Constitution, the following subject areas offering a major program shall be represented:

Community and Technical College Curriculum Committee: Civil Technology, Drafting and Design, Electrical Technology, Mechanical Technology, Mining Engineering Technology, Nursing, Secretarial Studies, Dental Hygiene.

Engineering and Physical Sciences Curriculum Committee: Chemical Engineering, Civil Engineering, Electrical Engineering, Mechanical Engineering, Computer Science, Chemistry, Mathematics, Physics.

Human Studies Curriculum Committee: Accounting, Biology, Business Management, Computer Management, Education, English, History and Government, Industrial Arts, Industrial Relations, Music, Physical Education, Printing Management, Social Studies, Public Service, and Vocational-Technical Education.

III. EMPLOYMENT

A. Policies

1. Faculty Appointments

The West Virginia Board of Regents has authorized the President to handle personnel matters at West Virginia Institute of Technology. Faculty appointments are made annually, with contracts being issued subsequent to the approval of the institution's budget by the Board of Regents. Contracts for new faculty members are issued upon receipt of a written acceptance of employment.

Complete, authentic credentials of each faculty member are maintained in the Office of the President. The completed application form and an updated, official transcript must be on file.

2. Faculty Expectations

West Virginia Institute of Technology recognizes a member of its Faculty as a professional whose service to the institution cannot adequately be expressed in terms of hours of work.

Institutional expectations are expressed in terms of performance standards. These expectations include excellence in teaching, continuing scholarship, concern for students, and institutional service. These expectations are differentially defined throughout the institution. Such definitions, however, all emphasize Tech's essential thrusts: the recognition of inspirational and effective teaching as our primary purpose; the importance of each faculty member earning the recognized professional degree in his discipline and in continuously upgrading his knowledge and improving his pedagogy; a commitment to taking a personal interest in students and assisting them to achieve their educational objectives, and a recognition that the growth and development of West Virginia Tech requires the commitment and contribution of each member of the Tech community.

3. Appointment, Promotion, Tenure and Termination

A. Faculty employed prior to July 1, 1974 should consult the 1973-74 Faculty Handbook for the applicable policy.

B. Policy covering faculty appointed subsequent to July 1, 1974 is covered by Board of Regents Policy Bulletin No. 36 of March 12, 1974.

C. The complete text of Policy Bulletin No. 36 follows in roman type, the italicized type reflects institutional policy within the discretionary authority of Policy No. 36.

POLICY BULLETIN NO. 36

March 12, 1974

POLICY REGARDING ACADEMIC FREEDOM AND RESPONSIBILITY, APPOINTMENT, PROMOTION, TENURE AND TERMINATION OF EMPLOYMENT OF PROFESSIONAL PERSONNEL

RESOLVED, That the West Virginia Board of Regents hereby adopts the following policy for professional personnel in the state system of higher education, effective July 1, 1974.

All academic appointments made after the effective date hereof shall be in conformity with this policy statement.

The provisions of this policy relating to qualifications, contracts and tenure status, shall not apply to personnel with an effective date of employment prior to July 1, 1974; provided, however, any such appointee wishing to be covered by these provisions relating to qualifications, contracts and tenure status, may request such coverage in writing prior to July 1, 1974, which request for such coverage, if approved by the President of the institution and the Board of Regents, shall entitle the appointee to coverage, and such coverage shall be noted in, and become a part of the individual's permanent file.

1. Academic Freedom

The necessity of academic freedom at West Virginia state colleges and universities is self-evident. The West Virginia Board of Regents recognizes that the vigilant protection of constitutional freedoms is nowhere more vital than in the colleges and universities under its jurisdiction. Faculty members and students must always remain free to inquire, study, and evaluate.

Academic freedom guarantees the liberty of members of the academic community to freely study, discuss, investigate, teach, conduct research and publish, depending upon their particular role at the institution. Administrators shall have the same freedom in these areas. While the term "academic freedom" is most often used in describing the rights of faculty members of a college or university, students are also entitled to the right of academic freedom. To all of those members of the academic community who enjoy academic freedom, there are, commensurate with such freedom, certain responsibilities.

Faculty members, whether tenured or on probationary status, shall be entitled to full freedom in research and in the publication of the results of such research, subject to the adequate performance of their other academic duties which may include designated research, extension service, and other professional duties. Further, each faculty member is entitled to freedom in the classroom in discussing the subject taught. In addition, when faculty members speak or write as citizens outside of the college or university, they shall be free from institutional censorship or discipline.

The concept of academic freedom should be accompanied by an equally important concept of academic responsibility. The faculty member at a West Virginia state college or university is a citizen, a member of a learned profession and representative of an educational institution. As such, a faculty member, together with all members of the academic community, has the responsibility for protecting, defending, and promoting individual academic freedom and academic freedom for all members of the community. The faculty member is responsible also as a teacher for striving to speak with accuracy and with respect for the similar rights and responsibilities of others. In speaking only as an individual or for a limited group, the faculty member should not imply or claim to be a spokesman for the institution in which employed.

2. Appointment of Academic Personnel

A. The academic personnel at any of the institutions under the jurisdiction of the Board of Regents shall be those appointees of the Board of Regents at such institution who are assigned by the president of each such institution to academic duties which include teaching, research and/or service. This may include, upon the recommendation of the president of an institution and the approval of the Board of Regents, such professional personnel as librarians and those involved in off-campus service.

B. Academic personnel appointed to render full-time service for the Board of Regents at any of the institutions shall be appointed to faculty positions in one of the following ranks:

(1) Professor
(2) Associate Professor
(3) Assistant Professor
(4) Instructor

C. Other appropriate titles which more accurately indicate the nature of the position may be used upon the recommendation of the president of an institution and the approval of the Board of Regents.

3. Service of Academic Personnel

A. Personnel rendering full-time service to the Board of Regents at one of the institutions, but assigned to administrative or staff duties, either in addition to, or, for the time being, exclusive of, academic duties may, if qualified, be appointed to, or may retain, one of the foregoing faculty ranks in addition to any administrative or staff titles.

Non-teaching personnel shall not be given academic rank in a field without the concurrence of the appropriate academic department.

B. Academic personnel who are expected to render service limited to only part of their working time in any period, or to particular functions requiring only part of their professional attention to duties at an institution, or to only a brief association with an institution, shall be designated part-time and may be appointed to a position with one of the following titles:

(1) Any of the faculty ranks, but designated part-time, visiting clinical, or adjunct, as applicable to describe the connection or function.

(2) Lecturer

(3) Assistant, designated graduate, research, clinical or adjunct, as applicable to describe the connection or function.

C. The president of an institution shall make all appointments to all positions at the institution, subject to approval of the Board.

D. Every appointment of academic personnel at any institution shall be for one fiscal year, or part thereof, in accordance with and in compliance with the annual budget of the Board of Regents, or supplementary actions thereto, as provided by law.

E. Every such appointment shall be in writing and a copy of the appointing document shall be furnished to the person appointed.

Such document shall contain the terms and conditions of the appointment; provided, however, any special understandings stated therein shall be subject to the approval of the Board of Regents, or otherwise such special understandings shall be void.

4. Faculty: Conditions of Appointment

A. All full-time appointments to the faculty of an institution shall be of two kinds: probationary appointments and appointments with tenure.

B. All part-time appointments, as defined in 3-B, shall be neither probationary appointments nor appointments with tenure, but shall be appointments only for the periods specified in the appointments and for the purposes specified in the appointments with no other interest or right obtained by the person appointed by virture of such appointment except as specified in such appointment.

C. The appointment of a person to a full-time faculty position at an institution is made subject to the following conditions:

(1) The appointee shall render full-time service to the institution to which appointed. Outside activities shall not be restricted unless such activities or employment interfere with the adequate performance of academic duties. The administration of each institution shall establish a program of periodic review of outside services of appointees to guide faculty members.

(2) If outside employment or service interferes with the performance of the regular institutional duties of the appointee, the institution has the right to make such adjustments in the compensation paid to such appointees as are warranted by services lost to the institution, and institutional equipment and materials used.

5. Joint Appointments

A. Faculty members may be appointed to perform academic duties at two or more institutions, which duties may include teaching, research, counseling, or other services. For administrative purposes, one institution shall be designated the faculty member's "home institution," which institution shall be responsible for granting promotions, raises in salary and tenure; provided, however, when cause therefore shall occur, appropriate counseling, disciplinary action, etc., shall be the responsibility of the institution where the occurrence arose.

B. The conditions and the details of the faculty member's joint appointment, including the designation of his "home institution" and other special arrangements, which may include reasonable expenses, shall be specified in the contract agreed to by the faculty member and the presidents of the institutions sharing his services. Joint appointments will only be made with the consent of the employee.

C. Full-time faculty members appointed under joint or contractual appointments shall continue to be considered full-time employees of the "home institution."

6. Promotions

A. Within the following framework each president shall establish, in cooperation with the faculty or duly elected representatives of the faculty, guidelines and criteria for promotion:

(1) There shall be demonstrated evidence that the promotion is based upon a wide range of criteria such as excellence in teaching, significant contribution and service to the college community, experience, academic achievement, professional growth, research, potential for continued professional growth, and service to the people of the State of West Virginia.

A major factor to be considered in determining professional rank should be effective teaching. Professional rank is not automatically conferred but results from a Presidential decision based upon recommendations. The requirements listed below are normally to be considered as minimal. These requirements can be and in some cases should be waived where other evidence shows the person being considered is qualified for the promotion in rank. Some examples are: substitution of substantial craft or professional practice of a high and relevant quality, and professional eminence for academic degrees. Graduate assistantships shall not be construed as meeting either teaching or professional practice requirements.

Instructor

Eligibility Requirements: A Master's Degree is required for the rank of instructor except for certain technological or other special fields. In Associate Degree programs, a bachelor's degree or satisfactory craft experience may be substituted.

Assistant Professor

Eligibility Requirements: For the rank of Assistant Professor a faculty member must ordinarily have a Master's degree plus thirty (30) hours of appropriate graduate study and have had at least three years of satisfactory teaching or professional experience. The experience requirement may be waived at the discretion of the institution for holders of the earned doctorate. In special fields or in fields where the doctorate is not customarily available, professional experience and extended satisfactory teaching may be substituted for academic requirements.

In special cases (particularly in the Associate Degree programs) where academic degrees are either unnecessary or customarily unavailable, substantial craft or professional experience of a high and relevant quality may be substituted for the academic degree requirement. Such substitution should not be arbitrary or capricious and should follow established guidelines which shall be subject to periodic review.

Promotion Criteria: Persons to be promoted to the rank of Assistant Professor shall meet the eligibility requirements, and shall have proven achievement in teaching competence and in meeting a wide range of the following criteria.

(1) Academic growth
  a. Relevant academic attainment
  b. Participation in short courses, seminars, etc.
  c. Original scholarly work

(2) Professional activities
  a. Professional societies: Membership, Participation in activities, Offices held.
  b. Consulting work
  c. Publications
  d. Research
  e. Licenses held
  f. Short courses, seminars, etc. which he helped conduct
  g. Inventions, copyrights, artistic accomplishments, etc.

(3) Institutional responsibilities
  a. Committee assignments
  b. Student recruitment
  c. Special assignments
  d. Sponsor of student organizations
  e. Administrative duties

(4) Other
  a. Community service
  b. Service to the people of the State of West Virginia

Associate Professor

Eligibility Requirements: For the rank of Associate Professor, a faculty member must ordinarily have an earned doctorate or the highest academic degree in his field and have had six years of professional experience which must include full time teaching.

In special cases (particularly in the Associate Degree programs) where academic degrees are either unnecessary or customarily unavailable, substantial craft or professional experience of a high and relevant quality may be substituted for the academic *degree requirement. Such substitution should not be arbitrary or capricious and should follow established guidelines which shall be subject to periodic review.*

Promotion Criteria: Persons to be promoted to the rank of Associate Professor shall meet the eligibility requirements, and shall have noteworthy achievement in teaching competence and in meeting a wide range of the criteria (listed under Promotion Criteria for Assistant Professor).
Prior to an initial appointment to the rank of Associate Professor, the credentials of the candidate must be reviewed by the School Personnel Review Committee.

Professor

Eligibility Requirements: To be eligible for the rank of Professor, a faculty member must hold the earned doctorate or the highest academic degree in his field and have had at least ten years of professional experience, five of which must be in college teaching.

Promotion Criteria: Persons to be promoted to the rank of Professor shall meet the eligibility requirements, and shall have outstanding achievement in teaching competence and in meeting a wide range of the criteria (listed under Promotion Criteria for Assistant Professor).
Prior to an initial appointment to the rank of Professor, the credentials of the candidate must be reviewed by the School Personnel Review Committee.

(2) There shall be demonstrated evidence that in the process of making evaluations for promotions there is participation of persons from several different groups such as: peers from within and from without the particular unit of the institution, department chairperson, dean, and students.

Existing evaluation procedures and tenure and promotion procedure will be used in gathering information for consideration for promotions.

(3) There shall be no practice of granting promotion routinely nor of denying promotion capriciously.

(4) The institution shall submit its guidelines and criteria for promotion to the Board of Regents for approval and shall make available such guidelines and criteria to its faculty.

7. Faculty Resignation

A. If a member of the faculty desires to terminate an existing appointment at the end of the academic year, or to decline a renewal, notice shall be given in writing at the earliest opportunity. Professional ethics, however, dictate the consideration of the institution's need for having a full complement of faculty at the beginning of the academic year.

8. Tenure

A. Tenure is a system designed to protect academic freedom and to provide professional stability for the experienced faculty member. It is a means of protection against the capricious dismissal of an individual who has served faithfully and well in the academic community. Continuous self-evaluation as well as periodic evaluation by peers and administrative personnel is essential to the viability of the tenure system. Tenure should never be permitted to mask irresponsibility, mediocrity, or deliberate refusal to meet academic requirements or professional responsibilities. Tenure applies to those faculty members who qualify for it and is a means of making the teaching and research profession attractive to persons of ability.

Requirements of this section are met by the statement appended to Section 9-I of this document and the faculty evaluation procedure, except that self evaluation of teaching effectiveness shall be incorporated into the faculty member's Comprehensive Resume.

B. Tenure shall not be granted automatically but shall result from action by the West Virginia Board of Regents upon recommendation of the president following consultation with the department concerned.

C. Tenure status may be attained by all full-time employees who hold faculty rank of Assistant Professor or above and whose major assignment is of an academic nature and shall not be contingent upon promotion in rank.

9. Probation

A. When a full-time faculty member is first appointed to teach in any of the institutions of higher education under the jurisdiction of the West Virginia Board of Regents, the appointment shall be on a probationary status, except that persons as defined in 3-B shall not be considered as being either on probation or on tenure.

Although academic personnel as described in 2-A and B may be given faculty status, they shall not accrue probation service towards tenure in a teaching position unless such service actually includes teaching of courses for academic credit.

B. The terms and conditions of every appointment shall be stated in writing with a copy of the agreement in the possession of both the institution and the individual concerned before the effective date of the appointment.

In every initial appointment terms and conditions not in the contract should be covered in a letter from the dean or his designee. This letter is to be issued before the contract and should be kept in the appointee's files in the dean's office. These terms and conditions may be changed only by written agreement between the dean or his designee and the appointee.

C. The maximum period of probation shall not exceed seven years; and at the end of six years any non-tenured faculty member will be given notice in writing of tenure, or offered a one-year written terminal contract of employment. Any reduction in this period may be determined at the discretion of the president of each institution within the following guidelines:

(1) A faculty member appointed to the rank of instructor shall, if not elevated in rank, serve the maximum seven-year probationary period, and decision thereon shall be made at the end of the sixth year.

(2) An Assistant Professor may be eligible for consideration for tenure at the end of three years in that rank and at that institution.

(3) An Associate Professor or Professor may be eligible for consideration for tenure at the end of two years in these ranks and at that institution.

There shall be demonstrated evidence that the granting of tenure is based upon a wide range of criteria such as: excellence in teaching, significant contribution and service to the college community, experience, academic achievement, professional growth, research, potential for continued professional growth, and service to the people of the State of West Virginia.

It should be understood that the years referred to under parts 9-C 2 and 3 are minimal standards and do not preclude extensions of probation for a longer period.

D. All faculty members shall serve a minimum two-year probationary period, except under special conditions established by the institution, the president may recommend to the Board of Regents that an Associate Professor or a Professor be granted tenure at the time of initial appointment.

Special conditions for granting tenure to Associate Professors or Professors at the time of initial appointment are:

1. *Such appointment must have approval of a majority of the faculty of the academic department to which appointed, the chairman of the department or division and the appropriate academic dean.*

2. *There shall be demonstrated evidence that such appointees have previously held the faculty rank to which appointed at an institution of higher education accredited by the appropriate accrediting association. Furthermore, the appointee must meet a wide range of criteria such as excellence in teaching, significant contribution and service to the college community, experience, academic achievement, professional growth, research, potential for continued professional growth and potential for service to the people of the State of West Virginia.*

3. *Under exceptional circumstances individuals with a national or regional reputation for excellence, innovation and creativity in an area closely related to the academic field of appointment may be appointed subject to Item No. 1 above. For such appointment there must be convincing evidence for potential excellence in teaching, professional growth, and service to the institution and the State of West Virginia.*

E. Administrative personnel with minor academic assignments shall not accrue service credit toward satisfying the probationary period.

F. Employment during summer terms, in part-time positions or during periods of leaves of absence, shall not be credited toward satisfying the probationary period.

G. During the probationary period contracts will be issued on a year-to-year basis and appointments may be terminated with or without cause at the end of a contract year. During such probationary period no reason for non-retention or non-reappointment need be given. An appeal from the president's decision as to non-retention may be made by the non-tenured faculty member to the Board of Regents, which will review the decision of the president to determine whether the same has afforded procedural due process and was not in violation of the constitutional rights of the non-tenured faculty member.

A faculty member not recommended for tenure must be given an informal explanation by the appropriate Dean or department, but no written statement of reasons will be given.

H. The president of each college or university shall give written notice to non-tenured faculty concerning their retention or non-retention as follows:

(1) Not later than March 1 of the first academic year of service.

(2) Not later than December 15 of the second academic year of service.

(3) At least one year before the expiration of an appointment after two or more years of service in the institution.

I. Institutions shall involve the faculty in the periodic review of the performance of academic duties of non-tenured faculty members and the faculty member shall be informed of the results of such reviews in writing.

The tenured faculty in each department shall meet with each non-tenured member of the department during the first year of the latter's employment and review his performance. Thereafter, until the decision for tenure is made, the tenured faculty shall similarly review the performance of the non-tenured faculty member every two years, or in any year requested by the non-tenured faculty member. In reviewing the performance of the non-tenured faculty member, the tenured faculty shall examine student evaluations. If less than three tenured faculty members exist in a department, a committee of three faculty members from the department, and if necessary, from a related discipline shall be formed. The tenured faculty members shall report their findings to the department or division chairman and to the non-tenured faculty member. The report of the finding shall also be attached to the comprehensive resume of the non-tenured faculty member. It shall be the responsibility of the department chairman to see that this procedure is effected.

10. Grievance Procedure

A. "Grievance" shall mean a claim or complaint based upon an event or condition which affects the welfare or condition of appointment of academic personnel and which does not involve causes for dismissal or termination of employment as defined by 11 herein.

B. Each institution shall establish fair and equitable grievance procedures at the lowest administrative level for the purpose of securing equitable solutions to the problems which may from time to time arise affecting academic personnel.

Each school shall establish a grievance committee of 3, elected by the faculty of the school for a two-year period. The Grievance Committee shall meet and consider grievances of individual faculty members at their request. However, no grievance will be considered unless previous appeals have been made to the appropriate chairman *and dean. The basis of the grievance must be stated in writing to the committee with copies to the chairman and to the dean. The chairman and dean shall have the right to file a written response to the committee with a copy to the party who is filing the grievance. Reports of the committee recommendations shall be made to the dean with copies to the faculty member and chairman. If settlement agreeable to the 3 parties is not made in 5 days following the recommendations of the committee, the matter shall be passed to the Vice-President or President for final decision.*

11. Dismissal and Termination of Employment of Tenured Personnel

A. Causes for Dismissal: The dismissal of a faculty member with tenure, or of any faculty member before the end of a specified period of appointment, shall be effected only pursuant to the procedures provided in these policies, and only for any of the following causes:

(1) Demonstrated incompetence or dishonesty in the performance of professional duties.

(2) Personal conduct which substantially impairs the individual's fulfillment of institutional responsibilities.

(3) Insubordination by refusal to abide by legitimate reasonable directions of the administration or of the Board of Regents.

(4) Physical or mental disability making the faculty member unable, within a reasonable degree of medical certainty and by reasonably determined medical opinion, to perform assigned duties.

(5) Substantial and manifest neglect of duty.

B. Termination of Employment: A tenured faculty member's appointment may be terminated because of a bona fide financial exigency or the reduction or elimination of an existing program at the institution for which no other program or position exists requiring equivalent competence, and only as a last resort after all reasonable efforts have been made to meet the need in other ways. Decisions in these matters shall be reached after a collaborative assessment by administration and faculty, and prompt written notice of such termination shall be given to the faculty member by certified mail.

1. *There should be early, careful, and meaningful faculty involvement in decisions relating to the reduction of instructional programs. In making such decisions, financial considerations should not be allowed to obscure the fact that instruction is the essential reason for the existence of West Virginia Institute of Technology.*

2. *Given a decision to reduce the overall academic program, it should then become the primary responsibility of the faculty to recommend to the President where within the program reductions should be made. Before any such determination becomes final, those whose life's work stands to be adversely affected should have the right to be heard.*

3. *Among the various considerations, difficult and often competing, that have to be taken into account in deciding upon particular reductions, the retention of a viable academic program should necessarily come first. Particular reductions should follow considered advice from the concerned departments, or other units of academic concentration, on the short-term and long-term viability of reduced programs.*

4. *As particular reductions are considered, rights under academic tenure should be protected. The service of a tenured professor should not be terminated in favor of retaining someone without tenure who may at a particular moment seem to be more productive. Where termination of appointment is based on financial exigency, or bona fide discontinuance of a program or department of instruction, faculty members shall be able to have the issues reviewed by the faculty, or by the faculty's grievance committee. In every case of financial exigency or discontinuance of a program or department of instruction, the faculty member concerned will be given notice as soon as possible as provided for in the West Virginia Institute of Technology Faculty Handbook, as stated in Section III-5.*

5. *Before terminating an appointment because of the abandonment of a program or department of instruction, the institution will make every effort to place affected tenured faculty members in other suitable positions within the institution. The institution will also make an effort to place those tenured in the case of the release of a single faculty member due to a financial exigency, whether or not the entire program or department is eliminated.*

6. *If an appointment is terminated because of financial exigency, a position formerly held by a tenured member will not be filled by a replacement within a period of two years, unless the released faculty member has been offered reappointment and a reasonable time within which to accept or decline it.*

7. *A change from full-time to part-time service, on grounds of financial exigency, may occasionally be a feature of an acceptable settlement, but in and of itself such a change should not be regarded as an alternative to the protections set forth in paragraphs 4, 5, and 6 of these guidelines.*

C. Notice of Dismissal for Cause: The president of the institution shall institute proceedings by giving the faculty member a written dismissal notice by registered or certified mail, which dismissal notice shall contain.

(1) Full and complete statements of the charge or charges relied upon,

(2) A copy of any pertinent rules and regulations governing the faculty member's procedural rights, and

(3) A statement that the faculty member has the right to elect to have the hearing conducted either by the Hearing Committee or a Hearing Examiner.

D. Answer and Service: Within 30 days from the date of the receipt of the dismissal notice, the faculty member may file a written answer to the charges. The period for filing the answer may be extended by the president for good cause. The answer shall also contain a request for either a hearing by the Hearing Committee or Hearing Examiner. If the faculty member fails to file a timely answer, the notice of dismissal shall be final.

12. Hearings

In order to assure a fair and impartial hearing, a dismissed faculty member shall receive a written notice of hearing as hereinafter provided and may avail himself or either one of the following two hearing procedures.

A. Hearing Committee: Each year the faculty of each institution shall elect thirteen faculty members representative of the various ranks in the institution who shall be known as the Hearing Panel. In the event of a vacancy for any cause the faculty shall fill the vacancy.

The Faculty Status Committee will serve as the Hearing Panel. A hearing shall be available to dismissed faculty members as defined in 11-A and 11-B and will not apply to faculty who have received notice of non-reappointment as defined in 9-B.

If the request is for a hearing before the Hearing Committee.

(1) The president shall furnish the faculty member, in writing, a list of nine of the thirteen faculty members of the Hearing Panel as herein set forth, with instructions to strike four names and return the list to the president within five working days, If for any reason the faculty member fails to strike, the president shall within five working days strike a sufficient number to reduce the members to five which shall constitute the Hearing Committee.

(2) The president shall promptly notify, in writing, the five members of their selection as the Hearing Committee, and of their need to select from their membership a chairperson, and shall designate a time and place for their meetings to make such selection and to set a date for hearing the charge or charges.

(3) The chairperson shall give notice by certified mail to the concerned parties of the time and place for hearing the charge or charges which time shall be not less than ten days nor more than twenty days from the date of the notice thereof.

B. Hearing Examiner: If the request is for a hearing before a Hearing Examiner:

(1) The president shall so notify the Board of Regents, which shall appoint a duly qualified disinterested attorney at law as a Hearing Examiner and shall submit the name and address of such Hearing Examiner to the president and to the dismissed faculty member.

(2) The Hearing Examiner shall determine the time and place for a hearing to be held and shall give notice by certified mail to the concerned parties. Such hearing date shall be not less than ten days nor more than twenty days from the date of appointment of the Hearing Examiner.

C. Hearing shall be Conducted as Follows:

(1) The Committee or the Examiner will hear such proof of facts as may be deemed proper and reasonable and make such investigation and enter such recommendations as the facts justify and the circumstances may require.

(2) The hearing will be conducted with as little delay as possible.

(3) The faculty member shall have the right to have an advisor, but such advisor shall not be a person other than a member of the faculty or staff of the institution, unless specifically permitted by name by the Committee or the Examiner.

(4) Witnesses will be examined under oath in the manner and form and in the order designated by the Committee or the Examiner.

(5) Formal court rules of evidence shall not apply in such hearings.

(6) Testimony shall be recorded, and a transcript thereof shall be prepared.

(7) A copy of the transcript of the testimony together with copies of the exhibits shall be furnished to the faculty member, at no charge, upon request.

(8) As soon as practical after the hearing, the Committee or Examiner shall deliver to the president a copy of the record of the hearing with the recommendation of the Committee or Examiner and shall provide a copy of the recommendation to the faculty member. The president shall, within twenty days after receiving the record and recommendation, issue a decision in writing to the faculty member by certified mail, and such decision shall be final unless the faculty member institutes an appeal to the Board of Regents under the procedure set forth hereinafter.

D. Amendments: Technical forms and allegations in pleadings are not required to be observed and amendments or supplemental statements may be made and filed at the discretion of the Hearing Committee or the Hearing Examiner.

13. Appeal to the Board of Regents

A. An appeal as of right from the final decision of the president of the university or college may be taken by the faculty member by filing a written notice of intent to appeal with the Board of Regents within 10 days after receiving the final written decision of the president.

B. Within 30 days after filing the notice of intent to appeal, a petition shall be filed with the Board of Regents containing a statement of the reasons why the final decision of the president is in error together with a complete record of the proceedings.

C. Within 60 days after receipt of the appeal, the Board of Regents shall consider the appeal on the record submitted and may take such action as it deems reasonable and proper in all the circumstances and in answer to all of its responsibilities under the Law.

D. Time is of the essence, and in the event the faculty member fails to file the notice of intent to appeal and the petition of appeal as required in provision "A" and "B" of this section, the decision of the president shall be final.

Adopted: West Virginia Board of Regents
March 12, 1974

4. Retirement Age

As of January 1, 1973, all employees of the West Virginia Board of Regents shall be retired at the conclusion of the academic year or fiscal year contract period during which they reach their sixty-fifth birthday and in no event later than the June 30 which coincides with or is next after their sixty-fifth.

Should the President of the institution determine that unusual and extenuating circumstances exist whereby the loss of services of a teaching faculty member would seriously weaken or harm the instructional function of the institution, he may petition the Board of Regents to continue the employment of the faculty member on a year-to-year basis beyond the established retirement date and the Board of Regents will consider and act upon each such request provided:

(a) The petition, with detailed justification of the circumstances involved, is received by the Board not less than four months prior to the established date of retirement of the individual.

(b) The total number of yearly extensions granted for an individual shall not exceed two.

(c) Any extension granted by the Board of Regents to an individual eligible to receive retirement benefits from the State Teacher's Retirement System shall be subject to approval by the State Teacher's Retirement Board.

B. General Conditions

1. Institutional Expectations

West Virginia Tech views faculty employment as entailing several professional responsibilities. The first of these is an expectation of teaching excellence. A commitment to the primacy of the teaching function and to on-going efforts to improve one's teaching effectiveness is an uncompromising necessity.

While teaching loads vary slightly throughout the institution, twelve semester hours constitutes a mean teaching load for the campus. Classroom contact hours vary from 12 to 25, depending upon the nature of the contact. It is generally accepted that each faculty member devotes at least 35 clock hours a week to teaching and to such related activities as lecture and laboratory preparation, examination preparation and evaluation, textbook selection, etc.

A second expectation is that of continuing scholarship for each faculty member. This expectation is fulfilled in several ways. All faculty are expected to keep abreast of developments in their fields including pedagogical developments. In addition to the expected library work, Tech encourages--and within its limited resources--supports faculty attendance at workshops, seminars and other professional conferences. Professional activity is likewise encouraged. Research activities are recognized especially in areas of the institution engaged in graduate education.

Continuing scholarship entails each faculty member pursuing his own academic career leading to the completion of the recognized professional degree for faculty in his field.

A third expectation is that of working with students and demonstrating a personal concern for students. Of particular importance is the responsibility for academic advising. Faculty-student contacts both in terms of campus organization activity and individual tutorial activity are encouraged.

A fourth expectation entails institutional responsibilities such as committee participation, attendance at faculty and departmental or divisional meetings, and involvement in activities and functions of the Tech community.

2. Consultation, Contracted Research and Extramural Teaching

Tech encourages faculty members to accept consultative and contractual research responsibilities when their special talents may be utilized, without adversely affecting institutional programs. As explicated in a preceding section, full-time employment at Tech is viewed as full-time employment. Outside employment must be specifically approved in advance of acceptance by the Dean of the School in which the faculty member is employed.

As a general rule Tech approves professional consultation and contracted research equivalent to one day's employment per week. However, such consultation and research cannot in any way interfere or adversely affect full-time responsibilities at the institution. It is not institutional policy to provide a free day for such activities, nor to reschedule classes and related activities to accommodate outside work.

At times other institutions may request the limited services of a Tech faculty member for teaching at that institution or through extension. Tech will approve such employment for up to three hours per semester, provided that Tech's instructional needs in the faculty member's area are being met, and that such employment will not adversely affect either the faculty member's fulfillment of Tech responsibilities or the scheduling of classes and related activities.

In some cases faculty members will be asked to teach courses at the West Virginia College of Graduate Studies as part of their regular duties. No additional compensation is provided but the teaching load at Tech will be reduced proportionately. These courses are usually offered on the West Virginia State College campus at Institute, and the College of Graduate Studies reimburses the faculty member for transportation costs.

West Virginia colleges and universities have developed informal understandings relative to employing faculty at other institutions. Such understandings include formal clearance by the chief academic officials at both institutions.

3. Office Hours

All faculty are expected to have posted office hours in which they are readily accessible to students. Specific office hour policies are determined by each School.

4. Required Attendance: Faculty Workshop and Commencement

There are very few occasions for which all faculty are required to be in attendance. Such occasions include the Faculty Workshop, Commencement and special occasions as determined by the President. The Dean of a School, may likewise call a special meeting of his faculty at which full attendance is expected.

4a. Commencement Attendance

Faculty members are required to attend commencement exercises except in those years when commencement occurs outside of the contract period. In exceptional cases absence from commencement will be authorized; such requests need to be submitted in writing to the appropriate Dean.

Caps and gowns for the faculty are not furnished by Tech. They may, however, be ordered through the Director of Tech Center, with payment for rental of caps and gowns being made to the Business Office.

5. Institutional Policies

Several academic policies which have been formulated are presented in this Handbook. All faculty are expected to abide by these policies, to follow institutional procedures, and to meet deadlines such as the submission of grades to the Registrar's Office.

6. Leaves of Absence

Upon written application to the Dean of the School, a faculty member may be recommended for a leave of absence to pursue advanced study or for other acceptable reasons. Such an application should express justification for the requested leave.

A leave of absence may be granted for a period of time not to exceed one full academic year and may, with approval of the Dean and President, be renewed no more than two times for one additional year. Application for renewal must be made by March 15 of year prior to the year for which leave is requested or three months prior to the end of the current leave.

(Sabbatical leave policy is discussed under "Contracts and Fringe Benefit").

7. Faculty Evaluation

Faculty evaluation policies and procedures are institution wide in scope and application. The implementation of the system of faculty evaluation occurs at the School level with each Dean maintaining all pertinent records.

Evaluation data for each faculty member are available for his perusal. Such data are employed in personnel decisions including salary determinations.

C. Salaries

1. Contract Year

For teaching personnel, the normal contract of nine months usually falls within the period between August 16 and May 15. Unless excused in advance, all faculty members are expected to be on campus from the beginning of the contract year and to be available for such official duties as may be assigned to them in conjunction with the testing, counseling, and registration of students.

Contracts are issued in late Spring as soon as the institution receives appropriate authorization.

2. Payment of Salaries

Salaries are paid monthly, usually on the fifteenth day of each month for faculty. Those on nine months' tenure will receive their first salary check about the middle of September.

State law prohibits advanced payments.

3. Summer Session Employment

On the basis of student need and demand for certain courses, a limited number of faculty members may be offered summer employment. The selection of faculty for summer employment is primarily dependent upon qualifications for teaching the specific courses desired. Each school will utilize a rotation policy for summer teaching, allowing faculty qualified to teach the subject an equal opportunity to participate in summer teaching.

As a general rule a faculty member will not be employed for more than two consecutive summers. Such a guideline facilitates a rotation policy as well as encouraging continued graduate study, research, teaching at other colleges, and other educational experiences valued by the institution.

In unusual circumstances, clearly justifiable exceptions to this policy may be honored, but such exceptions must be few in number in order that the Tech community may fully benefit from these guidelines.

Summer session salaries are paid according to a special weekly pay scale which may not exceed one thirty-sixth (1/36) of the previous regular nine month salary. The summer payroll is made up for each term separately since the fiscal year separates the terms. A six-weeks salary will be paid in two payments, the first for one month and the second for one half month.

4. Forms to be Filed

No salary payment can be made until approved forms have been filed. Forms required by the Business Office include: Internal Revenue Withholding Tax, Social Security, and appropriate retirement and insurance forms.

Any changes in the number of dependents should be reported to the Business Office. At the end of each calendar year each employee will receive a W-2 form indicating total yearly salary, withholding tax paid, and Social Security deductions.

5. Deductions

Listed below are standard deductions taken from each employee's paycheck. Upon request payments for health insurance and the purchase of governmental bonds can also be withheld.

Deduction	Rate	Base
Federal Income Withholding Tax	As requested	Full Salary
State Income Withholding Tax	As requested	Full Salary
Social Security Tax	5.85%	First $14,100 earned in calendar year
Retirement	6.0%	Full Salary

Faculty are covered by Workman's Compensation and Unemployment Compensation provisions. These programs are funded by institutional contributions without any employee deductions.

6. Mistakes or Questions

Any errors in salary or deductions should be reported promptly to the Business Office. Staff in the office will be pleased to answer any questions you may have.

D. Fringe Benefits

1. Social Security

Tech faculty are protected by Social Security. Monthly deductions of 5.85 percent are collected on the first $14,100 of salary earned in 1974 and 1975.

2. Retirement Plans

A full-time employee of the Board of Regents employed after March 6, 1971 shall participate in the State Teachers Retirement System or the TIAA-CREF retirement benefits system to the full extent of his salary. --West Virginia Board of Regents, May 11, 1971.

Full details of both retirement options, including brochures, are available from the Business Manager, who would be pleased to discuss these plans with faculty members. The two retirement plans are briefly discussed below:

(a) State Teachers Retirement System
Faculty choosing this option will contribute 6 percent of their annual earning (deducted monthly) into the System for their entire working period in West Virginia public educational institutions. An equal matching percentage is provided by the State. Retirement benefits are based on 2 percent of one's average salary for the best five of his last fifteen years of employment, times the number of years of service.

The State Teachers Retirement System is offered through West Virginia public schools and institutions of higher education. Its considerable retirement benefits makes it quite attractive to faculty approaching retirement age as well as to faculty with or envisioning several years of teaching in the State.

(b) TIAA-CREF
West Virginia Tech matches the 6% contribution of the faculty member with the combined sum being forwarded monthly to TIAA-CREF for the purchase of retirement benefits. The employee must choose one of four TIAA-CREF options, with his choice hinging on the degree he would like his retirement funds to be handled by a mutual fund investing in securities (CREF). Retirement benefits under this plan are contingent upon the value of TIAA and CREF fund investments at the time of retirement.

The TIAA-CREF retirement plan has been widely adopted in higher education institutions and is particularly appealing to the young faculty member who envisions considerable interstate employment. It, too, is based on a 6.0% deduction matched by the institution.

3. Workmen's Compensation

All employees of West Virginia Tech are entitled to the benefits and protection afforded by the Workmen's Compensation Fund. Any injuries on the job, regardless of how small, must be reported to the Business Office within twenty-four hours.

4. Group Insurance Plan

In the Spring of 1972, the State Legislature passed a comprehensive insurance package which benefits State employees in higher education. Though primarily a health insurance, the policy includes term life and accidental death and dismemberment insurance. The State pays one hundred percent (100%) of the insurance premium for each employee participating in the program as of June 30, 1974, and seventy percent (70%) of the premium for one year for each employee signing up for this insurance coverage after July 1, 1974. After one year of covered employment, the State will pay one hundred percent (100%) of the premium. Participation is voluntary.

The basic medical care benefits include semi-private hospital room and board costs up to a maximum of 365 days; other hospital charges, a maximum of $500 maternity and obstetrical benefits, maximum covered medical expense benefits of $1,825, and surgical services benefits equal to usual, customary, and reasonable fees.

The major medical expense plan pays benefits up to $50,000, paying 80% of actual costs after a cash deductible amount of $100 plus the amount of benefits provided by the basic medical plan.

All active employees under age 65 will have $10,000 of life insurance and $10,000 of Accidental Death and Dismemberment.

The above general description is for information only. A booklet providing complete explanation of the State of West Virginia Group Insurance Plan is available from the Business Office.

5. Total Disability Benefits Plan

Teacher's Insurance and Annuity Association (TIAA) offers a total disability insurance which faculty members are eligible for after the first year on this faculty. The college does not contribute to the cost of this plan, but it costs approximately $55 to $67 per year depending upon whether or not your retirement plan is with TIAA. After six months of total disability, this plan assures monthly income equal to 60% of the first $1,500 of monthly salary plus 40% of monthly salary above $1,500, not to exceed $1,500 monthly income benefit.

Arrangements for this insurance through payroll deductions can be made with the Business Office.

6. Undergraduate Academic Study

Full-time employees of the West Virginia Board of Regents and the institutions under its jurisdiction, and their spouses and dependent children, shall be considered West Virginia residents for the purpose of payment of tuition and fees.

If an employee wishes released time to attend classes during the normal work day, permission must be secured from the employee's immediate superior.

7. Graduate Study

Tuition and regular fees are normally waived for full-time members of faculties of any West Virginia public institution who register for graduate study at West Virginia University, Marshall University, and the West Virginia College of Graduate Studies. The request for waiver of fees must be approved by the appropriate graduate official. Student Activity and Service Fees are normally not waived and must be paid.

8. Institutional Funds for Academic Study

The institution attempts at all times to secure funds to help support graduate study for full-time faculty. When such funds are available, the faculty will be advised and encouraged to apply. Faculty members who apply for sabbatical leave for the purpose of graduate study should also apply for these funds if available so that funding can be considered from either source.

9. Faculty Sabbatical

When financial resources permit, at least one faculty sabbatical is annually funded. The following policy statement governs the sabbatical award.

Eligibility. No faculty is automatically entitled to sabbatical leave. The recipients of sabbatical leaves will be selected by the Faculty Status Committee according to the criteria approved by the faculty.

Criteria for Selection of Sabbatical Leave Recipients:

1. West Virginia Board of Regents Regulations*

a. Eligibility. Any person holding faculty rank is eligible for sabbatical leave after the completion of at least six years of full-time employment in any one state college or university. After completing a sabbatical leave, a faculty member shall not be eligible until the seventh subsequent year.

b. Purposes. Sabbatical leave may be granted to a faculty member so that he may engage in research, writing, study or other activity calculated to improve his usefulness to the college or university.

c. Conditions governing the granting of sabbatical leave. The awarding of sabbatical leave is not automatic but shall depend on the merits of the request and on conditions prevailing in the college or university at the time. Sabbatical leave recommendations will be presented by the President of the institution to the Board of Regents for approval.

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*Adopted: West Virginia Board of Regents, August 24, 1971. Effective 7/1/72.

Sabbatical (Continued)

The presidents of the state colleges and universities may develop appropriate criteria for determining the usefulness of the proposed activity to the institution and equitable procedures and standards for processing applications for leaves

d. Compensation. A faculty member on sabbatical leave shall receive full salary for one semester of four and one half months or half salary for two semesters totaling nine months. If a faculty member's salary is not paid wholly from state funds allocated by the Board of Regents, the President shall so inform the Board and justify his recommendation for a sabbatical under such circumstances.

It should be understood by the faculty that no special funding of sabbatical leaves is provided by the Board of Regents and that such funds must be taken from the regularly appropriated instructional-personal services budget. Therefore, funds must be reserved from the faculty salary budget if a replacement is required, but need not be if the department from which leave is taken agrees to absorb the teaching load created by the absence.

e. Obligations of the faculty member.

(1) An applicant for a sabbatical leave shall submit to the President in writing a detailed plan of activity which he proposes to follow. This proposal should be submitted through the chairman of the appropriate department and the School Dean for transmittal to the President. Both the chairman and the Dean shall indicate on the proposal approval or disapproval and whether or not replacement will be required. No recommendation of sabbatical leave by the Faculty Status Committee will be approved if these conditions have not been met.

(2) In accepting a sabbatical leave, a faculty member shall sign a statement indicating that he is aware of and agrees to all conditions of the leave, including the repayment provision.

(3) While on sabbatical leave, a faculty member may not accept remunerative employment without the written consent of the President or his designated representative. Fellowships, assistantships, and similar institutional stipends shall not be considered remunerative employment.

Sabbatical (Continued)

e. Obligations of the faculty member.

(4) Upon return from a sabbatical leave, a faculty member shall file with the President of the college or university a written report of his scholarly activities while on leave.

(5) Upon completing a sabbatical leave, the faculty member shall return to the college or university for three years, or repay the compensation received by him during the leave. If he returns for a period of less than three years, the repayment shall be prorated accordingly.

2. Minimum Requirements of West Virginia Institute of Technology:

a. Leave for educational purpose must be for work beyond the Master's degree level.

b. No form of employment may be accepted during the leave period that will interfere with the accomplishment of the recipient's purpose for the leave, with the exception of those stipends designated as non-remunerative in e. (3) above.

3. Criteria for Determining the Most Deserving Eligible Candidate:

A. General areas to be included in the considerations of the selection committee:

1. Purpose of leave. The proposed activity should be considered in view of the value it would have for the individual professional growth and contribution it will make toward improving his value to West Virginia Institute of Technology. The most likely reasons (not listed in order of priority) for approving sabbatical leave are:

(a) Advanced education toward a degree above the Master's level. Preference to be given to the candidate who will complete the work for the advanced degree during the leave year. Information relative to candidate's potential completion of the degree must be furnished by candidate's Academic Advisor.

(b) Advanced education not to be applied on a degree. Preference to be given to the candidate doing work to update or improve his knowledge in a field he will be teaching in the immediate future as certified by the President.

Sabbatical (Continued)

(c) Scholarly research. A qualified faculty committee should rule on the merit of the candidates proposed research. Preference should be given to the candidate whose research could not be carried out at West Virginia Institute of Technology.

(d) Scholarly writing for publication. The merit of the proposed writing should be determined by a qualified faculty committee.

(e) Related travel. A qualified faculty committee should rule on the merit of the candidate's proposed travel. It should lead to scholarly research or writing, or in some way enhance the candidate's professional growth and the contribution it will make toward improving his value to West Virginia Institute of Technology.

2. Continuous years of service at West Virginia Institute of Technology. The purpose being considered equal for several candidates, preference should be given to the candidates with a longer period of service at West Virginia Institute of Technology. A leave of absence is not counted as a year of service, but does not breakup continuous years of service.

3. Academic Rank. If the candidates are of equal merit under areas (1) and (2), the candidate holding the higher academic rank should be selected.

4. Potential of candidate. In case the candidates are of equal merit according to areas (1), (2), and (3), the decision as to the recipient should be based on the Faculty Status Committee's opinion as to the potential of the candidate for successful attainment of his goal.

B. Time Schedule

1. Deadline for application. The candidate must make formal application including all information to be considered by the Faculty Status Committee, not later than December 15, for a leave to begin the following September.

2. Deadline for Faculty Status Committee Decision. The Faculty Status Committee must make its recommendation to the President and inform the potential recipient and all alternates of their decision not later than February 1.

3. Potential Recipient Decision. The potential recipient should make a firm decision on acceptance or rejection of the leave as soon as practical. This is necessary to allow the college maximum time to locate his replacement on the faculty, or, if he cannot accept the leave, to allow the alternate maximum time to complete his arrangements for leave. The potential recipient must make his decision not later than March 15, or within 10 days after official notification of granting of the leave if this is later than March 15.

C. Alternate Candidates. The Faculty Status Committee should rate all qualified applicants in order of priority as potential recipients. Each candidate should be notified of his position on the list. This list should serve as the order of preference for alternates if primary candidate cannot accept the leave.

D. Repayment of Sabbatical Leave Award. Upon completing a sabbatical leave, the faculty member shall return to the institution for three years. If he does so, his financial obligation is erased. If he returns for two years, he must repay one-third of the amount of the award, if he returns for one year he must repay two-thirds of the amount of the award, and if he does not return after the sabbatical leave he is obligated to repay the entire amount of the award. In accepting a sabbatical leave, a faculty member shall sign a statement indicating that he is aware of and agrees to this repayment provision.

E. Completion of Sabbatical Leave. Upon completion of a sabbatical leave, a faculty member begins accruing time toward eligibility for his next sabbatical as of the date of his resumption of full-time teaching.

IV. ACADEMIC SERVICES

A. Secretarial Services

Secretarial services are available in each major academic building for faculty use. In addition, there is a centralized secretarial services office in Old Main available for the typing of institutional correspondence and for the duplication of tests, syllabi and other classroom materials. In general, correspondence will be mailed the same day it is dictated; however, at least two days should be allowed for the completion of duplicated materials. Immediately prior to mid-term and final examinations when the work load is heavy, additional time may be needed.

B. Communications

1. Telephone Service

a. Campus Calls: Campus telephone service between most of the faculty offices is provided by a Centrex System. Any campus office having telephone service may be reached by dialing the four digits of the extension number which appears in the campus telephone directory. A new directory is compiled each school year shortly after the opening of the fall term. Copies are distributed through campus mail, with additional copies available at the switchboard, located in the Secretarial Services area of Old Main.

b. Local Calls: With the Centrex, outside calls may be placed by the first dialing 9. You may then dial the number.

c. Charleston Calls: Some extension telephones in all campus buildings have access to leased lines to Charleston, West Virginia. Ask your Department or Division Chairman where these extensions are available to you. Calls from these extensions to the Charleston area may be placed by first dialing 8. You may then dial the Charleston number. Calls to Charleston should never be made over long distance lines.

d. Long Distance Calls: Personal long distance calls are permitted on school telephones only when they are charged to the caller's home telephone. Long distance calls for school business are to be approved by the Department or Division Chairman, whose budget will be charged for such calls. A written record needs to be kept of all long distance calls.

2. Postage

The postage meter in the Business Office may be used to frank mail which is being sent out as official school business. Mail which is to be sent Air Mail, Special Delivery, or Registered should be plainly marked. All college mail should be delivered to the Business Office unsealed as this is the only way that it can properly be put through the postage meter.

Mail destined for campus distribution requires no postage, but should be marked as such and will be delivered along with regular mail. Student mail and notices should be marked "Dormitory."

The College cannot provide postage for any personal mail.

3. Mail Service

Mail for the college is brought from the post office at 8:30 a.m. and 2:00 p.m. each school day and distributed in the faculty mail boxes. The mail boxes are on the first floor of Old Main. Outgoing mail is taken to the post office at noon and at 4:30 p.m. each school day.

Outgoing mail may be dropped, unsealed, in the window near the mail boxes in Old Main or in designated pick-up boxes in other buildings.

C. Textbooks

All textbooks and instructional supplies for sale to students must be ordered through the college Bookstore. Under no circumstances will instructors be permitted to order books or supplies directly for subsequent resale.

Desk copies of textbooks can normally be obtained from the publisher. Desk copy request forms can be obtained from the Bookstore. Faculty members are urged to request desk copies from publishers in advance of their need. However, when time is not available to do this, the Bookstore will provide a desk copy on condition that it be replaced with one obtained from this publisher by the faculty member. Desk copies from the Bookstore not replaced within 60 days will be billed to the faculty member.

The textbook needs for each department or division should be submitted by the Chairman. Special blanks for this purpose are provided by the Bookstore. Requests should be submitted well in advance in order that the materials may be in stock when needed. Needs should be estimated conservatively; the Bookstore operates on a very narrow margin of profit, consequently any large accumulation of unsold texts becomes a serious problem.

As a service to students, the Bookstore frequently purchases used copies of texts currently in use on the campus. In order to avoid unnecessary losses from this source, instructors who are planning to adopt a new text should notify the Bookstore Manager as early as possible.

Guidelines for Effective
Bookstore-Faculty Cooperation
(Issued February 19, 1974)

A critical problem for the faculty member is failure to have sufficient textbooks at the beginning of classes. The bookstore has two critical problems: (1) failure of faculty to replace desk copies "borrowed" from the bookstore, and (2) over-stocking, which requires time consuming effort to return books to the publisher.

Better cooperation between faculty, academic administrators, and bookstore management could partially alleviate, although nothing will absolutely solve, the problems.

Careful following of these guidelines should bring about much improvement for bookstore, faculty, and students.

1. Guidelines for Bookstore Management

    a. Recognize that the bookstore is a service function with a first responsibility to see that every student in every course who wishes to purchase a text can get one at the beginning of classes. This will inevitably mean that some excess stock will be on hand.

    b. Accept book adoptions and requests for supplementary materials (paperbacks, workbooks, etc.) from department or division chairmen only.

    c. Recognize that chairmen present bookstore with adoptions and projected enrollment only. These projected enrollments are not to be construed as orders.

    d. Bookstore should provide sufficient texts to meet projected enrollment. If this seems unwise to store management, chairman should be consulted before reducing provision.

    e. Make more use of predictive data available, such as pre-registration data and enrollment by classes for past five years. A copy of each of these print-outs should be forwarded to the bookstore at the earliest possible moment. (The Computer Center should make some effort to compare pre-enrollment with actual enrollment by departments in order to provide a predictive factor.)

    f. Require written permission of department or division director and Dean before textbook can be changed after ordered.

    g. If titles or supplementary requirements run out during first day of classes, provide a register for students wishing the book. Faculty will direct students no having books to register. Reorder to be sent in by the third day of classes.

h. Faculty members requesting desk copy from the bookstore must pay cash with the understanding full refund will be made upon return of a comparable copy.

i. In serious emergency about desk copy, chairman may obtain one by submitting requisition approved by the Dean.

j. Apprise chairmen of publishers who permit return of only 20% of an order.

k. Notify Library of each new adoption, including new editions. Librarian to obtain copy for closed reverse by the time of classes.

l. Give faculty a prior warning date textbook orders will be taken. A month to six weeks notice would remind faculty to review textbooks in time for sound decision. (Some problems occur because faculty members have made a hasty choice and discover a textbook is not satisfactory.)

2. Guidelines for Chairmen

a. Have annual discussion of textbook problems at divisional or departmental meeting.

(1) discuss problems of bookstore
(2) discuss problems of faculty

b. Make definite policy on choosing texts for courses having multiple sections. Use of the same textbooks in all sections appears desirable from the standpoint of students and bookstore, although it is not necessarily the most desirable from faculty standpoint. Where single book is chosen all faculty should participate in its choice.

c. Encourage careful review of new texts before adoption. Remind faculty early that reviews should be made.

d. Review annual data on enrollment by classes prior to projecting enrollment for bookstore. Also, consult pre-registration data (appropriate sections of these data will have to be made available.)

e. Discourage unnecessarily frequent changes of texts but not to extend that initiative and desirable change is thwarted.

f. Retain a copy of your bookstore requests and compare your projected enrollment with actual enrollment.

g. Encourage faculty to order their own desk copies as soon as text has been chosen. Remind them of necessity to order desk copies of collateral material such as answer books and workbooks.

h. Discuss book policy with new faculty members as soon as possible. If text for a new faculty member must be ordered before he can be consulted, division or department should obtain a desk copy from the publisher so the faculty member will not have to buy one from the bookstore.

i. Check with bookstore after beginning of classes to see whether texts are moving. Relate what is found to appropriate faculty.

3. Guidelines for Faculty

a. If you have reason to believe enrollment in one of your classes may increase or decrease, convey that information to your chairman at time of book order.

b. Almost all publishers will provide you with a desk copy as soon as text is adopted. It is your responsibility to order the desk copy at time of the adoption. Only dire emergency can justify purchasing a desk copy from the bookstore and must have approval of your chairman because your failure to replace the book will result in depletion of department funds.

c. Review texts completely before adopting. This will avoid adopting an unsatisfactory book and demanding a change which will work undue hardship on students and the bookstore.

d. When ordering desk copies remember to order copies of any collateral material required of students such as workbooks or paperbacks.

e. If collateral material is required of students, make some effort to see that they purchase it. The best way is to give an announced quiz on a section of the material. Students will buy it then.

f. If you absolutely do not intend to use a book that has been adopted for one of your sections, or if you intend to tell students that buying the book is optional, tell the bookstore manager, give him your course number and section, so that he may reduce the order accordingly.

g. Textbooks are becoming very expensive. Please try to avoid unnecessary changes. Remember that our students are not wealthy.

h. Textbook shortages are inevitable, but shortages should be minimized. Cooperation along the lines suggested above will bring about much improvement.

i. If shortages occur, tell students to sign up at the bookstore. Also, request your chairman to determine whether enrollment was greater than projection and notify you and the bookstore.

j. If you plan to require supplemental supplies or materials, bookstore must be given advance notice through your chairman to permit effective stocking.

D. Office Supplies

Stationery, pencils, ink, desk blotters, paper clips, and other office supplies may be obtained from the inventory and supply clerk. A special requisition form is available for such items from the Chairman, who in turn may obtain copies from the Supply Room located in Maintenance Building. These items will be issued only upon requisition by the Chairman and will be charged to the Department's or Division's Current Expense Account.

Grade books may be secured as needed from each Dean's Office.

E. Printing Services and Policies

Printing Management is foremost an academic enterprise. As such, academic responsibilities have first priority. Production work is an auxiliary service and must be properly controlled to avoid interference with academic goals and to assure fairness to all interested parties.

It should be recognized that the scheduling of classes and laboratories throughout the day disrupts routine use of equipment and production manpower that would ordinarily be found in a commercial shop. Printed matter published by the Printing Management faculty is prepared by student trainees who rarely develop commercial quality skills prior to graduation.

Production controls provide maximum production of institutional printing consistent with the resources assigned to this function. To assure the necessary production controls consistent with institutional policy, to establish production responsibility and to assure fairness to all, the following policies have been established.

1. What Can Be Printed

a. Letterhead stationery for faculty and administration. (Letterheads will be limited to academic school and department for faculty; appropriate office will be used for administration.)

b. Standard forms. (Receipts, ledgers, application forms, etc.)

c. Advertisements or posters for campus events open to all students and faculty.

d. Newsletters for professional student organizations.

e. Newsletter headings for social student organizations.

f. Curriculum pattern sheets enlarged to 8 1/2" x 11" for academic departments.

h. Covers for academic or institutional reports.

i. The binding of academic or institutional reports.

j. Music programs, Play programs, Formal invitations for college functions.

k. Student recruitment folders and brochures for the institution and its schools and departments.

l. Enrollment statistics, academic calendars, the college catalog, the student newspaper, student handbooks, class schedules, and other administrative literature necessary for the dissemination of information to members of the college community.

m. A limited amount of printing will be permitted for Printing Management faculty and students, but this does not include gifts or favors for friends or relatives. Pi Alpha Psi, professional printing management fraternity, will be permitted an annual fund raising project.

NOTE: Any copy dealing with student recruitment, college policy, or any matter reflecting on the public image of the college must be approved by the full Publications Committee. Likewise, any copy to be printed by an outside print shop with state monies must be approved by the full Publications Committee.

2. What Will Not Be Printed

   a. Academic, institutional, academic school or college, and departmental reports unless directed by the President.

   b. Printing for the private use of individual students, faculty, organizations or firms unless directed by the President.

   c. Campaign material for student elections.

   d. Newsletters for social organizations.

   e. Any material which is rejected by the Publications Committee or the Printing Management faculty.

3. Printing Charges

   a. No printing charges are assessed for institutional printing.

   b. Campus organizations will be charged for all supplies used at a rate of cost plus ten percent. Billing will be through the Business Office.

4. Procedures

a. All copy should be submitted to the Public Information Office with a properly filled out printing request form. Additional forms may be obtained from the PIO in Room 123, Old Main. Completion of the required information on the printing request form is essential to effective scheduling. In complete requests will be returned to the originator for completion.

b. The request will be either approved by the Public Information Director as a representative of the Publications Committee, or the full committee in the case of extra large or complicated jobs. If disapproved, appeal can be made to the President.

c. If approved by the Publications Committee, the material will be printed on a schedule determined through necessary criteria established by this policy. All items are printed on a first-come, first-served basis. Needs should be anticipated well in advance. Imminent depletion of stocks will not be considered a reason for giving one order priority over previously submitted orders.

d. At the discretion of the Publications Committee, a printing request can be referred back to the initiator for preparation by spirit, mimeo, or multilith methods. This decision can be appealed to the President.

e. Before initiating a printing request, the initiating individual or organization should carefully evaluate the purpose of his publication and its appearance requirements against the possibility of producing the material by multilith. Multilith masters are readily available and produce very professional appearing printed matter by judicious use of attractive IBM typefaces available from the Public Information Office. Faces available include roman, italic, bold face, and sans serif.

An alternative to typing directly onto a multilith master is the Xerox method. Copy is typed directly onto a standard sheet of paper, then reproduced onto a metal or paper master with a Xerox machine. This method allows the inclusion of drawings, art, and even some pre-screened halftones. The initiating person or organization has complete control over the final appearance of the printed copy, since the master is prepared in his office on a standard IBM or other typewriter.

5. Deadlines

Printing requests received after June 10 will not be scheduled prior to August 15. Delivery cannot be expected prior to September 15. Catalog, football program, and student handbook material to be printed in the summer should be submitted by April 1. The following copy submission deadlines are applicable:

a. Two weeks - standard size (8 1/2" x 11") posters, formal invitations, business cards, stationery, place markers, programs, standard business forms, etc. No press runs over 500. No illustrations or photographs. All copy must be complete when submitted. No copy over 300 words.

b. Four weeks - copy over 300 words but less than 1500 words. Copy with 3-5 illustrations. Unusual sized posters, programs, folders, or booklets. No press runs greater than 1500. All copy complete when submitted.

c. Six weeks - copy with less than 3000 words. Copy requiring other than standard color or weight paper. Copy requiring more than one printed color. Copy requiring more than 5 illustrations. No press runs greater than 5000.

d. Greater than six weeks - copy which does not meet any of the above criteria. Any person having such copy should consult the Public Information Director at least three months prior to the desired publication date. Special arrangements will be made by him with the Printing Management Department and the Dean of Human Studies.

6. Copy Preparation

a. All copy must be submitted in double-spaced typewritten form.

b. If any specific layout is required, the typewritten copy must be accompanied by a pencil dummy layout. Do not attempt to submit a layout in typewritten form; these are too hard for typesetters to read.

c. Appropriateness of layout is subject to approval and/or revision of the Public Information Director. Layout appeals may be made to the President of the institution.

7. Proof Reading Policy

a. The Public Information Director is charged with proof reading all materials approved for publication.

b. The Public Information Director will proof galleys against copy. He is responsible for the correction of any errors in the galley proof not present on the original copy.

c. The Public Information Director should correct all grammatical errors in original copy. Ultimate responsibility for the elimination of these errors rests with the originating individual.

d. Collection of factual errors in the original copy is the responsibility of the originating individual.

e. To prevent errors in the final publication, the originating individual shall be afforded the opportunity to examine galley proofs if he so desires. Failure to request galley proofs does not shift proofreading responsibility to the Printing Management faculty.

f. If the originating individual requests galley proofs, after reading and correcting them, he shall initial the galley sheets and a "Proof Approval Card." His initials shall be interpreted by the Printing Management faculty as approval to make the corrections noted and proceed with production.

g. Proof galleys and "Proof Approval Cards" shall be returned to the Printing Management Department within five days of receipt or one week prior to desired delivery, whichever is sooner.

F. The Vining Library

Tech's new Vining Library is one of the most modern and accommodating library structures in the State and region.

1. Acquisitions

All faculty are strongly encouraged to participate in the library acquisition program. The responsibility for building and maintaining a comprehensive and up-to-date file of library reference materials rests primarily with the entire faculty. A faculty member who wishes to recommend the purchase of any books should first secure a quad-form from the library and fill out such needed information as the author, title, publisher, and price. After the recommendation form is approved either by the Chairman or by the Dean of the School, please send the form to the library for preparation of the requisition. As soon as a book has been received and catalogued, the person who made the request will be notified that the book is ready for circulation.

Requests for new periodicals are similarly handled and may be submitted to the Librarian any time throughout the year. Periodicals, however, are usually ordered once each year--the subscriptions running from January 1 to December 31.

2. Reserve Books

Faculty members may put books on open or closed reserve when it is felt that there will be extensive use of these books by their students. The Library should be informed of reserve book needs at the beginning of each semester.

3. Circulation

Books in the general collection may normally be withdrawn by faculty members for a semester with the understanding that if the books are needed for reserve or by students they will be returned at the request of the Circulation Department.

4. Inter-library Loans

The Tech library participates in an inter-library loan program through the Library Commission in Charleston. There is no charge for this service when acquisitions are made from other West Virginia colleges and universities. However, when materials are obtained from institutions in other states, the Tech library will still supply its services free but must be reimbursed for the fee charged by the supplying institution.

5. Other Services

Photocopy machines are available for use by faculty and students at a nominal charge. Fifteen study rooms in the new library are available for use by faculty and senior students, and carrels are available for use at any time.

G. Center for Instructional Technology

The Center for Instructional Technology, an outgrowth of the former Educational Media Center, has been established to assist the faculty in the teaching process. Located on the third floor of the Vining Library, entrance is by way of the arched bridge on the south side of the building. The staff of the Center is available to each faculty member. Services are provided in the following areas: Designing and structuring courses; Securing educational materials, including film rentals; Producing educational materials; and Loaning and operating educational equipment. A Curriculum Materials collection representative of those materials used in adjacent county school systems is provided for methods teachers and student teachers in the field of education.

1. Media Materials and Film Rentals

The Center maintains a permanent collection of the following materials:

- 16mm Motion Picture Films
- Filmstrips
- Records
- Tapes
- Overhead Transparencies
- Slides, Maps, Miscellaneous

A complete list of titles and content of above materials is available in the Center as well as related reference materials and rental film catalogs.

A budget is maintained by the Center for film rentals by faculty members. The Center will assist in ordering and returning rental films for use in college classes and activities. Faculty desiring to rent films should contact the Center at least three weeks prior to the desired show date to allow adequate time for scheduling, shipping, etc. Faculty will be sent confirmation slips and notified of film arrival. Arrangements should then be made with the Center for showing.

The Center will provide facilities for previewing and auditioning films, filmstrips, slides, tapes and records.

2. Equipment

The following types of equipment are available on request for instructional purposes.

Projectors

1. 16 mm Motion Picture--both automatic and manual threading
2. Super 8mm Reel Sound
3. Super 8mm Film Loop
4. 35mm Filmstrip
5. Sound Filmstrip Previewer
6. 2" x 2" Slide Carousel
7. Tape-Slide Combination
8. 3 1/4" x 4" Slide
9. Overhead
10. Opaque

Record Players

1. Monaural
2. Stereo

Tape Recorders

1. Monaural
2. Stereo
3. Cassette

Screens - Portable tripod

Public Address System - Portable

Portable TV Equipment

3. Equipment Maintenance

A full-time technician is available in the Center to provide maintenance for all audio-visual equipment belonging to the institution. Any malfunctioning of equipment should be reported to the Center. Projection bulbs are provided by the Center and will be supplied upon request.

4. Local Production Services

a. Overhead Transparencies

Produced from original drawings, books, magazines, masters, and other graphic materials. Transparencies can be produced in black image on clear background, color image on clear, black on color, negative image on black, frosted image on clear, or with overlays in above combinations. 3M Transparency Masters in most subject areas are available in the Center for quick transparency production on the Thermofax machine.

b. Audio Tape Recordings

Tape to Tape
Voice to Tape
Record to Tape
Tape Duplication
Compound Voice-Music
Monaural and Stereo Taping
Sync Pulse for Remote Projection

c. Thermal Masters and Duplicating

Both thermal spirit masters and thermal mimeo masters can be produced from original drawings, writing, typing, books, magazines, and other graphic materials. Copies can then be run in Secretarial Services.

d. Television - Live or Taped

Prior arrangement of at least 72 hours must be made with the Director for use of video equipment and playback. Operation and loan of television equipment will be limited to the Center staff, unless explicitly authorized by the Director.

e. Photography

2" x 2" color or black and white slides; prints, copy work. This service requires advance arrangement with the Director.

5. Request Procedures

All materials and equipment may be used by the Tech faculty upon the request and signature of a faculty member or a person designated by the requesting faculty. No equipment or material is to be taken from the Center without this authorization.

Over the counter requests will be filled if materials and equipment are available. However, to assure availability of desired items, requests should be made at least 24 hours in advance. Delivery of equipment and materials on-campus will be made upon request. However, advance notice should be given to allow time for such arrangements.

Projectionists can be supplied by the Center; however, most equipment is simple to operate and faculty will be expected to operate requested equipment themselves whenever possible. The Center staff will be glad to provide necessary training in operation of equipment to any persons desiring it.

Requests by students for use of media equipment and materials must be related to college class work. Students may use materials and equipment in the Center at any time. Materials and equipment may be checked out of the Center by students with approval of their respective classroom faculty member and the signature of the student. Students checking out equipment must be able to demonstrate proficiency in operation of said equipment.

Off-campus requests will be honored if made by faculty members or students with an authorized faculty signature. On-campus requests will have priority over off-campus requests.

H. The Learning Center

The Learning Center, located next to Science Hall, is open to all students who are having academic difficulty or who want to improve their reading and study skills. There is no fee charged for any service.

Housed in the Learning Center are the Reading Lab and the Learning Lab. The Reading Lab, designed to help students increase both reading speed and comprehension, is staffed by a professional reading specialist and an associate. The purpose of the Learning Lab is to help students develop their study skills and to assist them with individual classes. Tutorial help for several classes in which freshmen have difficulty is provided.

Faculty are strongly encouraged to refer students to the Learning Center. Staff members are available to consult with faculty on potential referrals.

In addition to the Reading and Learning Labs, included in the Learning Center are three special academic programs funded in a large part by the United States Office of Education. They are: Upward Bound, a program for high school aged economically disadvantaged youth with college potential; Special Services, a college level academic assistance program for students with low incomes; and the Veterans Institute Program, which provided both college prep and high school equivalency curriculums leading to college entrance and completion of the G.E.D. exam for issuing of a high school diploma.

The Learning Center also houses facilities for adult basic education through cooperation with the State Board of Education and Fayette County Board of Education. These services are available without charge to the residents of West Virginia who wish a high school diploma but are beyond high school age.

The objective of the Learning Center is to provide academic support services for the whole Tech community. All facilities are open to faculty for examination and suggestions for their improvement.

I. Referrals

If a student is in need of career counseling, a faculty member should refer him to the Office of Career Planning and Placement, Room 321, Old Main, for assistance. If a student is in need of personal problem counseling, counseling services are available through the Office of Student Affairs and referrals are welcomed. If a student is in need of a tutor, reading assistance, or improvement of study skills, refer him to the Learning Center.

V. INSTITUTIONAL SERVICES

A. Parking

Every effort has been made to provide parking for faculty and staff at the nominal fee of $3.50 per year. Parking regulations are minimal in number and are applicable to all members of the Tech community. Resources derived from parking fees are used to improve and maintain smooth parking and traffic flow on the campus.

1. Registration. All faculty, staff, and students desiring to park motor vehicles, including motorcycles, need first to register them through the Office of the Assistant Business Manager. A parking sticker is provided and must be displayed. Special parking places are available for guests visiting the campus. Visitors should contact the senior Security Officer on duty by Old Main. Visitor parking permits are available in the Assistant Business Manager's Office.

2. Parking Areas. Parking is allowed wherever space is available. Parking is assigned to faculty, staff, and students. Each parking lot is marked accordingly. Overflow parking can usually be accommodated in the Science Hall parking lot or in the lot west of the football field.

3. Campus Traffic Violations include: Parking in a prohibited area, Speeding violations (in excess of 15 mph), Failure to display parking sticker, One way violation, Improper parking, Reckless driving and Littering.

4. Violations of municipal and state regulations on driving and parking are matters between the individual and the proper authority. Violations are sent to a local Magistrate's Office for enforcement.

A full listing of parking regulations, procedures and violation penalties is available through the Business Office.

B. Cultural Events

Faculty normally are admitted free of charge to all student activities (including all films, lectures, art displays, convocations, coffee house acts, and mini-concerts) except for major concert series which require general admission fees.

Convocation Series - concerts, lectures, art exhibits and other programs are presented for students, faculty, and friends of the college during the school year. The Convocation Series also cooperates with the Charleston Community Concert Programs and the Charleston Symphony Orchestra Series.

Information relative to the Tech events as well as the Charleston events is published in the Tech Bulletin and the Tech Collegian. Information may also be secured from the Director of Public Information or the Office of Student Affairs.

C. Athletic Events

Admission to Tech athletic events is free to members of the faculty and administration and their families. Athletic event passes are prepared and distributed by the Director of Athletics.

D. Use of Campus Facilities

All campus facilities are available for use by all members of the Tech community. If a faculty member wishes to use a facility, he should contact the person responsible for the facility (e.g., Physical Education-Room-Director of Food Services; Classroom-Registrar). Each facility has varying regulations concerning its use, and information relative to such policies can be secured from the person responsible for the facility or the Office of Student Affairs.

1. Tech Center

The services and facilities provided by Tech Center are as follows:

(1) Food Service
(2) Billiard Room
(3) Ballroom
(4) Conference Room
(5) Bookstore

Reservation for space for events held in the Center must be made with the Director of Tech Center, and the arrangements for food or refreshments required for events must be made with the Director of Food Service. Tech's food service is contracted to Custom Foods.

All Tech Center rules and regulations as well as guidelines for holding events in the Center are contained in the bylaws of Tech Center. Copies of the bylaws may be obtained from the Director of Tech Center.

2. Physical Education Building

The Physical Education Building may be used by members of the faculty, administration and students during the designated recreation hours. The facilities of the building include a weight and exercise room, gymnasium, auxiliary gymnasium, and swimming pool; the hours for each facility vary. The recreation hours are posted in the Physical Education Building and are subject to change in the event of special student events, such as intramural games or concerts.

3. Tennis Courts

There are four tennis courts available for use by student and faculty. Tennis team practices and games have priority in the use of the courts, and members of the Tech community have priority over friends of the College.

E. Cashing Checks

Checks may be cashed at the Tech Center upon presentation of Tech identification. A fine of five dollars is charged for each check returned to the College.

F. Fund for Floral Offerings

West Virginia Tech operates a flower fund for deaths in the immediate families of faculty and administration. Each member of the faculty and administration is asked to contribute $2.00 in October. When the fund falls below $25.00, (the limit for each floral offering, another assessment of two dollars is made of each member).

Immediate families are defined as follows: the individual member, spouse, children, member's parents. For brothers or sisters of faculty and administration, a sympathy card is sent.

It is the responsibility of each member of the faculty and administration to inform the Vice President in the event of a death in the immediate family.

G. Faculty Housing and Garages

1. The College owns, or otherwise controls, approximately 33 housing units which are available for renting to faculty and administrative employees of the college. All faculty housing is operated on a strictly non-profit, self-amortizating, self-maintaining basis. Rents are set at levels which are necessary to operate and maintain the respective units and to retire any outstanding bonded indebtedness. All units are rented on an unfurnished basis.

2. College housing units are for the sole use of instructional and administrative employees of the college. Units are not to be sublet in whole or in part by the official lessee, with the exception of faculty members on leave of absence. In any event, administrative approval will be required in advance before such arrangements may be completed.

3. The painting of all apartments, either by the occupant or by the college, will be under the supervision of the Superintendent of Buildings and Grounds. The frequency and extent of interior painting and floor refinishing will be regulated strictly in accordance with the availability of funds. Occupants who desire more frequent painting will be expected to supply their own paint and/or labor.

4. The occupants of the Faculty Apartments are reminded that thirteen families are living in close proximity in a building which is not soundproofed. Fundamental consideration for the rights of others requires that each family abide by the few regulations which are deemed necessary.

a. Parties which are apt to disturb other occupants of the apartment building should not be continued late into the night.

b. The volume of record players, radios, and TV sets should be kept down. Your neighbors may want to listen to their own sets.

c. Children should not be allowed to wrestle, bounce balls, and roller skate in the apartments. You have to be in the apartment below to appreciate this.

d. Children are not permitted to play in the attic or on the fire escapes. The fire escapes are to be used only in the event of a fire.

e. Because of housing conditions, occupants are asked not to keep pets that might annoy other residents.

5. When active employment by the college has been terminated for any reason (by resignation, discharge, retirement, or death) the occupied housing unit must be vacated within a reasonable length of time.

6. Garages are available only to the occupants of the Faculty Apartment Building. Garages are not assigned to specific apartment tenancy at the time a vacancy occurs. This does not imply that persons who are presently occupying garages may use their period of tenancy as a priority determinant to acquire a garage more to their liking.

H. Advising Student Organizations

Student organizations frequently request faculty members to become faculty advisers. Tech encourages members of the faculty to work with students and student organizations. A faculty adviser is expected: 1) to assist the group to gain and maintain its status as a recognized student organization; 2) to be familiar with institutional regulations involving individual and group conduct, and to assist members of the organization in avoiding breaches of those regulations; and 3) to advise the organization as to how it may achieve its stated goals and purposes.

The Dean of Students' Office is pleased to work with faculty advisers. Copies of "Student Rights, Responsibilities and Regulations" are available through this office.

I. Chaperoning

Faculty members frequently accept invitations to chaperone. While most occasions pose no problems for chaperones, occasionally they may be called upon to deal with a specific problem. To assist chaperones, the following guidelines have been established: He should be familiar with institutional regulations pertaining to individual and group conduct (See "Student Rights, Responsibilities and Regulations," available from the Dean of Students' Office). He should be present during the entire event and call to the attention of the student(s) in charge of the event any observed violations of regulations and policies and assist in the enforcement of such regulations when necessary. He should, furthermore, make recommendations relative to hospitality, comfort and entertainment of guests.

VI. ACADEMIC POLICIES

A. Grading System

1. The basic grading system at Tech is as follows:

A - Excellent
B - Above average
C - Average
D - Lowest passing grade
F - Failure

W - Withdrew. Officially withdrew within date specified on academic calendar; no credit or penalty is attached to a "W" grade.

FI - Failure irregular withdrawal. Given when a student quits attending class but does not withdraw officially.

I - Incomplete due to illness or unavoidable circumstances. The student has 6 weeks in the next semester (not counting summer terms) to make up an incomplete. The Committee on Classification and Grades may upon petition by a student during the six week period extend the make up period for a reasonable time if extenuating circumstances seem to justify it. When turning in an I-grade, the instructor must outline requirements to complete course. An "I" becomes an "F" if not made up in the specified time; except in courses (such as Special Projects) when the department chairman certifies to the registrar that a longer time must be granted.

Another group of non-credit courses are graded as follows:

P - Pass
F - Failure

These include:

3-100, 6-100, 13-100, 40-100, 80-100 Freshman Orientation
40-205, 206, 207, 208, 209 Co-op Work Experience.

No penalty is given for an F grade in these courses.

The only credit course with P and F grades is:
6-499 Directed Teaching 6 hrs.

Here, too, no penalty in deficit quality points is given for an F.

2. Graduation Requirements

The College catalogue explicates graduation requirements. Revisions to those requirements would be reflected in the minutes of the Academic Council and can be secured from the Registrar's Office.

3. Quality Points (including D/F Repeat Rule)

a. Quality Point Calculations

Quality points are based on the following quality point values for each semester hour of credit:

A = 4
B = 3
C = 2
D = 1
F = 0
I = 0
FI = 0

The quality point average is computed on all work for which the student has registered with the following exceptions:

a. Courses with grades of "W"

b. Non-credit courses with "P" or "F" or Directed Teaching with "P" or "F"

c. If a student earns a grade of "D" or "F" on any course taken no later than the semester or summer term during which he attempts the sixtieth semester hour, and if he repeats this course prior to the receipt of a baccalaureate degree, the original grade is disregarded and the grade or grades earned when the course is repeated are used in determining his grade point average.

All students, former and present, are eligible for the D/F repeat rule.

b. Transfer to Engineering Technology

Students in 4-year curriculums at Tech, or other colleges may transfer to Engineering Technology with no penalty for deficit quality points. The student, if approved for transfer, is given credit only for courses with "C" or better grades that are required in his new program.

If on academic probation at the time of transfer, he remains on probation until he has earned a 2.000 average in Technology. Graduation is based on 2.000 overall average attained while enrolled in Engineering Technology.

B. Probation and Suspension

Should a student's quality point average fall below 2.00, he would need to earn excess quality points, with "A's" or "B's" to bring his average up to 2.00.

If he were to have a deficit of eleven or more quality points, he would be automatically on academic probation and his class load would be reduced. If his deficit were to remain at eleven or more for one semester, he would be suspended from the college for one semester. On returning, he must continue to earn better than a 2.00 average or his name will be dropped from the college rolls permanently. Students on academic probation require special advising as to course loads and the extent of outside activities.

Students, once suspended, are not eligible to return to Tech until one full semester has passed. A second suspension results in a permanent suspension unless exception is granted by the Classification and Grades Committee.

C. Class Withdrawal Policy

At the time mid-term grades are submitted an instructor may give a grade of "W" to a student who has been absent two consecutive weeks or more.

A student withdrawing from any class from the beginning of the semester until four weeks after the date designated in the academic calendar as mid-term will receive the grade of "W".

Students withdrawing from classes after the expiration of the "W" period will receive grades of "WP" or "WF". ("WP" if the student is passing the course at the time of the withdrawal; "WF" if the student is failing.)

A student receives a grade of "FI" for an irregular withdrawal without permission.

D. Class Attendance and Make-Up Exams

Each instructor is responsible for developing policies on class attendance and make-up exams which he should announce to his classes early in the semester, preferably in writing.

Instructors should check their class lists and new admission slips against their students in the class during the first class period of the semester. This will help to prevent such mistakes as students being in the wrong classes.

If an instructor notices that a student is continually absent from a class, he should notify the Associate Dean of Students. This office can then contact the student in order to determine if the student has withdrawn irregularly or if he is in need of personal or academic counseling.

1. Institutional Excuses

Institutional excuses are given only for institutional activities or absences authorized by the institution. Personal illness, funeral attendance, etc. do not fall under the rubric of institutional excuses.

All institutional excuses must be approved by the appropriate Academic Dean of the faculty member requesting excuses, except in the following instances:

a. Participants in intercollegiate events approved by the Athletic Director, or

b. Other institutional excuses not covered above are to be approved by the President.

It will be the responsibility of the student to present evidence of an institutional excuse to the appropriate instructor if necessary.

The Registrar's Office will distribute institutional excuses to students upon their request. The Registrar's Office also will maintain annual files of institutional excuses.

Although the student having an institutional excuse is responsible for assignments, notices and material covered in a class for which an institutional excuse is issued, he may not be penalized for the absence. This includes the right of the student to a make-up of quizzes or exams which would affect the student's grade.

It is the student's responsibility to deliver an institutional excuse to the instructor if needed in order to avoid a penalty.

The above policy was approved by the Academic Deans Council on February 13, 1975.

E. Submitting and Changing Grades

At the end of each semester, grades are submitted along with copies of the class list and the grade cards of each member of the class. These forms are sent to the office of the Director of Admissions and Registrar.

If a faculty member wishes to change the grade of a student, he must fill out a form which may be secured from the Office of the Registrar and which he submits to the same office. This form must be signed by the instructor and Dean of the School. Final decisions on grade changes are made by the Committee on Classification and Grades.

F. Final Examinations

The structure of the final examination schedule facilitates an examination of greater depth than could be given in the standard one hour period. The existence of a final examination schedule, however, does not make it mandatory for an instructor to give an examination during the period. It is mandatory, however, that all classes scheduled during the final examination week meet according to the schedule with full faculty and student attendance.

An instructor may exercise his option of not giving a final examination during the scheduled period, provided that all of the following conditions are met:

(a) A written request with reasons is submitted to the chairman under whose jurisdiction the course falls, and a waiver of examination is approved.

(b) No comprehensive examination covering the entire course is to be scheduled during the final lecture week except upon prior written approval of the chairman and Dean of the School.

(c) The period designated on the schedule for a final examination must be utilized as a regular teaching period.

In the event a student is scheduled for four examinations in a single day, the Dean of his school will arrange an altered scheduled. No adminsistrative arrangements are made in the event a student has three examination, though a faculty member may allow a student to take a final at an alternate time to mitigate such a load.

Grade Appeals

The procedure described below has been adopted by the Faculty Assembly in the event a student wants to appeal a grade which he feels is unjust.

In the case of a dispute over an hourly examination or any grade of importance, the student must see the faculty member involved immediately. If the dispute is over a final examination grade or a final grade, the student must see the faculty member within two weeks after the next term begins.

If he is not satisfied with the faculty member's decision, he is directed to make an appeal to the Dean of his School, stating his grievance or grievances in writing.

Within two weeks after receiving the grievance or grievances in writing, the Dean will bring together the student, the faculty member involved, and the faculty member's chairman for a hearing on the appeal. If the student desires, he may be represented at the hearing by a faculty member or a student of his choice.

If the student is not satisfied with the results of this hearing, he may within two weeks appeal his case in writing to the chairman of the Grades Review Committee. The Grades Review Committee must meet and decide on the case within three weeks after the student has made his written appeal.

The Grades Review Committee will be composed of two faculty members elected by the Faculty Assembly in accordance with the Faculty

Constitution, and two students elected by the student senate in accordance with the Student Constitution. The committee will elect its own chairman.

Once a written appeal is made to the committee by a student, the committee will appoint a faculty member from the same area of study, or from an associated field, in which the dispute is involved in order to assist in judging the case and to vote with the members of the committee.

In case a member of the Grades Review Committee is involved in such a dispute, he will disqualify himself, and the committee will appoint another individual to take his place.

Both student and faculty members of the committee shall have the authority to determine whether an academic evaluation was "prejudicial or capricious" and to recommend a change in grade. However, only the faculty members of the committee shall have the authority to determine what the new grade shall be.

The committee's decision is to be enforced by the President.

H. Confidentiality of Student Records

Tech subscribes to the American Council on Education's statement on the confidentiality of student records. That statement reads:

> "The maintenance of student records of all kinds, but especially those bearing on matter of belief and affiliation, inevitably creates a highly personal and confidential relationship. The mutual trust that this relationship implies is deeply involved in the educational process. Colleges acquire from students and other sources a great deal of private information about their enrollees for the basic purpose of facilitating their development as educated persons. This purpose is contravened when the material is made available to investigatory bodies without the student's permission. Thus, although a student may not require that his record be withdrawn, improperly altered, or destroyed, he may appropriately expect his institution to release information about him only with his knowledge and consent. Without that consent, only irresistible legal compulsion justifies a college's indicating anything more about a student than his name, dates of registered attendance, the nature of any degrees granted, and the dates on which degrees were conferred."

In implementing this statement, Tech has adopted its own policies expressed in the document, "Release of Information about Students at West Virginia Institute of Technology. Copies of the policy can be secured from the Registrar's Office.

VII. FISCAL INFORMATION

A. The Budget Preparation Process

Departmental budget requests will be asked for during the spring, shortly before the adjournment of the Legislature, for the fiscal year beginning on the next July 1. The Chairman should submit his budget requests to the Dean of his School.

Each "asking budget" should be realistic and should include an estimate of needs in these areas:

1. Student assistants
2. Instructional supplies
3. Itemized list of new equipment (both education and office) with justification for each item
4. Repair of equipment
5. Travel requirements

The Legislature must complete its action on appropriations and the Board of Regents must allocate funds to Tech before the institution can make its allotments to the various spending units. The Dean will then meet with his chairmen to review needs in light of actual budgetary allotments. Subsequently, the Deans, the Business Manager, and the President will meet to determine actual allotments. These allotments are reflected in statements issued by the Business Office.

B. Travel

1. Authorization

Application forms for requesting authorization to travel at State expense may be secured from the Chairman, who may in turn obtain them from the Supply Room in the Maintenance Building. The application must first be approved by the Chairman, then submitted to the appropriate Dean with a statement concerning provisions for meeting any classes which may be missed during the absence. If these arrangements meet with the approval of the Dean, the request goes to the Business Office (to make certain that funds are available), and is then submitted to the College President for final approval.

Requests for out-of-state travel require prior approval by the Governor; this usually takes about two weeks. There is a special form for this request on which justification for the travel is required. In-state travel does not require prior approval from Charleston. No travel outside of the United States will be authorized for payment from State funds. Requests for out-of-state travel must be submitted at least fourteen days prior to the date the trip is to begin. To be assured of reimbursement, approval from the Governor needs to be obtained before leaving Montgomery. Copies of detailed regulations concerning out-of-state travel are available in the Business Office.

The following points should be covered in your justification:

(a) In detail the number of persons desiring to make the trip (if applicable).

(b) A statement as to what benefit the state of West Virginia and or the college or university will derive from attendance at such meeting.

(c) A statement as to whether or not the person or persons attending such meeting will take part in the program or programs presented.

(d) A statement as to whether the meeting is an association meeting in which the college or university holds membership, and if not, reasons supporting attendance.

Applications for reimbursable travel expense must be presented to the President at least one week prior to the date of travel if the trip is in-state, and two weeks in advance for out-of-state travel.

2. General Rules

The State does not generally advance money for trips on college business except for travel by athletic teams and large groups, such as the band or choral. All individuals should pay their own expenses and claim reimbursement later by submission of notarized expense accounts. Each account is carefully scrutinized by the State Auditor who is charged with the responsibility of requiring that travel be made in the most expeditious and economical manner and that the expense of hotel accommodations be kept as low as possible.

The extent of college travel is limited by the annual state budget. An applicant, who might otherwise qualify for travel, may have his request denied because sufficient funds are not available.

Faculty and staff members, whose requests meet with the approval of the President, may travel at state expense for the following purposes:

(1) Professional meetings, conference, and conventions;

(2) High school visitations as part of the college guidance program;

(3) Speaking engagements;

(4) Other necessary purposes.

3. Transportation

a. Common Carrier. The amount approved for staff travel at expense will be based on the use of existing common carriers. This means that transportation costs usually will be based on the round trip fare by air, railroad coach or bus.

b. State-Owned Vehicles. When public transportation is inadvisable a college automobile may be assigned. The use of a college car is normally restricted to short trips unless several staff members are making a trip together. The State provides gas and oil, overnight storage, parking meter fees, turnpike toll charges, ferriage, and bridge tolls. Except for parking meter fees, receipts must be secured.

c. Privately-Owned Vehicles. The use of private cars will be approved only when state-owned vehicles are not available. The maximum mileage allowance for use of a privately-owned vehicle engaged in State business is (11) eleven cents a mile, which also covers the cost of parking and garage fees. Toll bridge and turnpike charges may be included as an additional item. If a staff member chooses to use his own car, the amount approved for transportation by railroad or bus may be applied toward his car expenses.

If an out-of-state trip is made by private automobile, reimbursement is limited to an amount equal to coach passenger service on trips where common carrier will take the traveler to his complete destination, unless two or more Tech personnel are transported. Then eleven cents a mile will be approved.

4. Subsistence Allowance

A. Lodging - All persons traveling on State business will be reimbursed in an amount equal to their actual hotel bill (excluding radio, television, laundry and valet charges) while absent from their official stations. A receipt for the amount paid for hotel rooms must be submitted with the original expense account. Reimbursement for hotel expenses shall not be made for an employee's spouse. In the cases of double occupancy, hotel reimbursement will be on the basis of single occupancy rate. Prior approval by the Governor's Office must be obtained for lodging at the Greenbrier Hotel.

B. Meals - Reimbursement will be made for actual cost of meals while absent from official station, to a maximum amount of $9.00 per day for travel within the State of West Virginia. Said maximum allowance shall not be arrived at by average of days, but a purely day by day maximum per diem. Reimbursement will be made for actual costs of meals incurred while traveling without the State, to a maximum of $15.00 per day.

C. Registration Fees - Registration fees at conventions must be supported by receipts and are limited to $50 for each of the conventions unless prior approval is granted by the Governor's Office. In no case shall reimbursement be made for total expenses of traveling without the State in excess of $45 per day, excluding mileage and transportation costs, except with prior written approval of the Governor.

5. Filing Expense Accounts

Forms for submitting expense accounts are available from Chairman, who in turn may obtain them from the Supply Room. The Business Manager will require three copies for each claim submitted. Within five days after an authorized trip has been completed, the staff member should file with the Business Office:

(1) The original approved travel request

(2) Three notarized copies of "Traveling Expense Account." Out-of-state travel requires a different form than is used for in-state travel.

(3) All receipts such as lodging, overnight storage of car, turnpike tolls, registration fees, and all other expenses except the staff members own meals and mileage if personal car is authorized.

Each expense account must show the purpose of the trip and must list in detail all expenditures, with hotel bills and each meal shown separately. Reimbursement for tips, gratuities, laundry, entertainment, and other personal charges will not be allowed.

Reimbursement usually requires two weeks.

6. Use of State-Owned Vehicles

a. Requests for Use. College-owned vehicles may be used for any legitimate college function, provided that the rules governing their use and operation are fully met. Approval of the Governor is required for the use of any State-owned vehicle outside of the State.

Requests for the use of vehicles should be filed at least 24 hours in advance of the projected use. Application forms for the use of college cars may be obtained in the Business Office. The completed form must be returned to the office of issue for approval and assignment of a vehicle, if one is available.

Faculty members who have need for the use of a college truck should make arrangements with the Business Office for a truck and driver.

b. Report Forms. When the driver calls for the car keys a report form on the use of the vehicle will be issued, also a national credit card if needed. Upon completion of the trip, the keys, credit card, completed form, and any tickets for the purchase of gasoline or other materials in connection with the operation of the vehicle are to be returned promptly.

c. Gasoline Purchases. If it is apparent that the fuel in the gas tank is low, the tank should be filled before leaving Montgomery. Such purchases should be made at the State Department of Highway's Station which is located on U.S. Route 60 about two miles west of Montgomery.

Whenever possible, while on a trip, gas should be purchased at a state road garage. The savings to the college, in State and Federal taxes, are considerable. Order forms for purchases at state road garages are present in each car or may be obtained from the Business Office.

d. Regulations Governing Use of Vehicles

(1) The driver of any vehicle must hold a currently valid West Virginia operator's license and must be a paid employee of the College.

(2) Persons who have no official connection with the college, either as employees, registered students, or faculty members, may not be transported in college cars.

(3) College cars are available only for official college business. They are not usable by or for student organizations.

With the approval of the President, college cars may be used by faculty members for essential college functions. A staff member must be in the car at all times while the car is in use. The staff member is responsible for seeing that proper caution is exercised in driving and care of the car.

(4) Vehicles operated by students are violating the conditions of insurance policies; in this event the staff member making the request becomes personally responsible for the vehicle and its safe operation.

(5) Enrolled students whose presence in a state vehicle is directly related to their educational program or work assignment are covered by the institution's insurance coverage.

C. Purchases

1. General Regulations

Faculty and staff who are in need of materials or supplies should submit their requests to their Chairman who will process the request. No purchase requisition will be honored unless adequate funds are available in the Departmental or Divisional budget.

No materials, supplies, or equipment may be purchased by an individual and charged to the college.

2. Catalogues

The Business Office maintains a file of catalogues on equipment and supplies which are available to faculty and staff.

The library also has several references of value in ordering: (1) Thomas' Register; (2) Sweet's File; (3) Chemical Engineering Catalogue; (4) The Process Industries' Catalogue.

3. Ordering Equipment and Supplies

a. All purchase requests must be submitted on a special order form "Requisitions for Supplies" which are available from the Chairman, who may in turn obtain them from the Supply Room (Maintenance Building).

b. Requests for equipment, for supplies, and for repairs and alterations should be submitted on separate sheets because items in these three categories are paid from separate accounts.

c. Write requisitions so they can be easily understood. For each item, indicate: quantity desired; complete description and specifications; estimated cost; and at least three suggested vendors, if possible. All requisitions are subject to competitive bidding; therefore, it is imperative that specifications describe accurately the item desired. A trade name or catalogue number is not enough description. Describe carefully in terms of construction or function. You may add, at the end of the description, the words: Must be equal in all respects to

____.
(Trade or manufacturer's name & model number)

d. The original requisition should be submitted to the Comptroller; the carbon should be kept in the Chairman's files.

e. The official requisition for your order will be written by the Business Office, then approved by the President. After the requisition leaves the Business Office, an additional two or four weeks or longer will usually be required for processing by the State Division of Purchases. After the order has actually been placed, you will receive a copy of the purchase order listing the name of the vendor, the actual cost, and the estimated delivery date.

f. Upon receipt of the equipment or supplies, a notation of the delivery date should be made and the shipment should be checked against the purchase order.

Any breakage, shortage, unacceptable substitutions, or errors in filling the order must be reported to the Business Office at once.

g. When the invoice is received it should be checked against the receiving record indicated in item "f" above and if correct, it should be signed by the Chairman and promptly forwarded to the Business Office for payment so that no discounts will be lost because of undue delay.

h. Records of incoming shipments should be retained for inventory purposes.

D. Repairs and Alterations

All requests for repairs and maintenance must be submitted in writing on blanks provided for this purpose by the Superintendent of Buildings and Grounds. No alterations to any college building, including both exterior and interior walls, are permitted without prior approval from the President.

Requests for maintenance and repairs involving faculty housing units should be submitted directly to the Superintendent of Buildings and Grounds.

Requests for alterations and repairs in classroom and offices should be channeled through the Chairman. These requests must be in writing on regular job order forms. In an emergency, call the Business Office and give the information by telephone.

Complaints regarding janitorial service or employees should be directed to the Superintendent of Buildings and Grounds.

Please cooperate insofar as possible by keeping your classroom neat and clean. Turn out lights when room is not in use. Close windows after your last class.

Faculty members should lock office doors at all times when they are not in their offices. This applies especially to those who must share offices. Upon leaving his office for the day, the faculty member should also close all windows.

E. Inventories

1. Inventory Control

The State of West Virginia requires each department or division to maintain adequate records for all equipment and supplies assigned and inventories to it. Equipment already on hand has previously been tagged and given a State inventory number. As additional equipment is purchased, inventory numbers will be assigned and State tags affixed by Inventory Control.

An annual inventory of all equipment is required.

2. Responsibility for Equipment

Each department or division is responsible for equipment listed on its inventory. No equipment may be destroyed, discarded, sold, or traded-in until approval by the State Inventory Control Office has been secured. This includes library books and materials. All such requests must first be submitted to the Business Office.

3. Transfer of Equipment

To transfer equipment from one building to another, or from one department to another, permission must be obtained from the Business Office and the proper forms must be filled out.

If a tag becomes lost, notify the Business Office, giving the number of the lost tag, and a duplicate will be secured.

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